



OFFICE OF THE
ORANGE COUNTY AUDITOR-CONTROLLER

FRANK DAVIES, CPA
AUDITOR-CONTROLLER

May 11, 2021

TO: Cities and Special Districts
ATTENTION: Finance Directors/Managers
SUBJECT: 2021-2022 Direct Charges/Special Assessments

This is our annual request for information for adding direct charges/special assessments to the Secured Property Tax Roll for 2021-2022.

Fiscal year 2021-2022 direct charges/special assessments submission will continue to be submitted as follows:

- No hard copies, no e-mails. You will upload all required files to <https://epts.ocgov.com/direct> directly (via Chrome) including the signed board resolution in PDF.
- Each city, special district, and your consultant will utilize their individual account to upload file(s). The account login information remains the same from previous fiscal year.
- Parcel listing will be posted mid-June in a public folder via <https://epts.ocgov.com/direct>.

The attached instructions outline the procedures, due dates, and required data format of the direct charge/special assessment data. If you contract with a private consultant for preparation of this data, please ensure that your contractor receives a copy of this package.

If you are a city/special district placing a direct charge/special assessment on the property tax roll for the first time, please refer to the attached instructions "Requirements for New Assessments" section.

Direct charge/special assessment documents, including payment status regarding the 1915 Bond Act/Mello-Roos Assessments, are available on the Auditor-Controller's Property Tax Accounting website, <https://acdcweb01.ocgov.com/about/central-accounting/property-tax-accounting/direct-charge-special-assessment-documents/>

For questions, please contact Roeth Bun at (714) 834-2609 or roeth.bun@ac.ocgov.com.

Sincerely,

Yani Painter, CPA
Property Tax Manager