



INSTRUCTIONS FOR 2021-2022 DIRECT CHARGES/SPECIAL ASSESSMENTS

Requirements for New Assessments only - submit new direct charges/special assessments separately from existing ones

If your city/special district intends to levy a direct charge/special assessment in 2021-2022 for the first time, or if you have a new direct charge/special assessment for 2021-2022, the following actions and items are required:

- Contact Israel Guevara of the Property Tax Unit at (714) 834-3839 or israel.guevara@ac.ocgov.com as soon as possible to obtain tax type and district number coding for your intended levy. This information is required for each direct charge/special assessment.
- A copy of signed resolution authorizing the new direct charge/special assessment is required in order to issue the tax type and district number coding.
- Complete the *Agreement for Collection of Special Taxes, Fees, Charges and Assessments* form. The agreement formalizes your city/special district's request to place direct charges/special assessments on tax bills, being charged a fee for this service, providing indemnification, and other provisions. The agreement must be signed by a person with signing authority for your city/special district and must be submitted with the governing body's authorization. The agreement continues year to year until terminated by either party. The form can be downloaded via <http://acdcweb01.ocgov.com/about/central-accounting/property-tax-accounting/direct-charge-special-assessment-documents/>

Requirements for New or continuing direct charges/special assessments

I. Authorization

To be included to the Secured Property Tax Roll, the board resolution for direct charge/special assessment **must** be authorized by your city/special district's governing body and certified by your governing body's clerk.

II. Parcel Listing

Around mid-June, the Auditor-Controller will post parcel listings by city/special district to the <https://epts.ocgov.com/direct> public folder. The parcel listings will:

- reflect the status of property ownership as of the lien date of January 1, 2021.
- include a field named APN type (APN type 1 – Common Area Parcels; APN type 2 – Wholly Exempt Parcels; APN type 3 – All Other).
- exclude public utility parcel numbers. If you have direct charges/special assessments to be added to public utility parcels, the following information must be submitted:
 - (a) Tax Rate Area
 - (b) Name of Public Utility
 - (c) Amount of Assessment

A file showing cross reference between new parcels and old parcels will be available from the County Assessor for you in determining the disposition of obsolete parcels and the sources of new parcels. Contact the County Assessor to obtain this information.

III. Submission and Format/ Input Requirements

Files submitted via email, as well as hard copies of your signed board resolutions will not be accepted. **Submit direct charge/special assessment data and signed resolution (in PDF) directly via <https://epts.ocgov.com/direct>.** Refer to *Attachment B - Record layout for direct charges/special assessments files*, for format/input requirements. Refer to *Attachment D – Direct Online Submission* for our new easy online submission tool.

A few general rules for you to comply with in your submission are:

- If your city has Fall and Spring Weed Abatement Programs or weeds were removed multiple times from the same parcel, combine the charges so each parcel only has one amount.
- The total number of records and the total dollar amount for each direct charge/special assessment being added to the roll (control totals) must be provided and reconciled to the data file provided to us at the time of submission.
- Ensure that zero is submitted as -0- not the letter “o”, and vice versa.
- The name and telephone number of a contact person who can answer questions regarding the direct charge/special assessment must be included with your submission. This information will appear on the property tax bill. Use *Attachment C*.
- If applicable, negative assessments require payment when the data is submitted.

IV. Timeline

Mid-June	Auditor-Controller posts parcel listings to a folder called “public folder” via https://epts.ocgov.com/direct
August 2	Deadline to submit water district assessments (per Water Code Section 31701)
August 10	Deadline to submit all other direct charges/special assessments

V. Processing of Corrections

If submitted data fails our edits, an error report will be provided that displays parcels that have failed certain edits. All corrections should be submitted via <https://epts.ocgov.com/direct> using the standard format as defined in these instructions.

When submitting the corrections, do not include parcels which have been previously processed as valid transactions. Submit ONLY corrections for those parcels which we have notified you are in error. Duplication of submission may cause upload issues. Your intended charges may not be correctly reflected on the tax bills.

If the file submitted is not readable because it was not prepared in accordance with the standards outlined in these instructions, the file will be returned for correction. If the corrected file is not returned by the applicable deadline, those special assessments may not be included on the property tax bills.

Any submission and/or corrections that need to be added or changed to the secured tax roll after the roll has been extended to Treasure Tax Collector, which normally in the beginning of September, you will be required to bear the cost of issuing revised property tax bills in addition to the normal processing fee. The fee for processing changes to direct charges/special assessments already billed will remain at \$15 per parcel.

Attachment A

**District Extract of Parcels
 (AT04BB01)**

Record Description	Number of Characters	Relative Positions
01 District Record		
02 District Number	4	1-4
02 Tax Rate Area	5	5-9
02 Parcel number	8	10-17
02 (Blank)	2	18-19
02 Zip code	10	20-29
02 Name & Address		
03 Segment 1	25	30-54
03 Segment 2	25	55-79
03 Segment 3	25	80-104
03 Segment 4	25	105-129
03 Segment 5	25	130-154
03 Segment 6	25	155-179
03 Segment 7	25	180-204
03 Segment 8	25	205-229
02 APN Type Code	1	230

Records are 230 characters in length

Attachment B

Record layout for direct charges/special assessments files

Field Number	Field Description	Field Type	Widths	Remarks
1	Type of Tax	Alpha/numeric	2	Required
2	Parcel Number	Alpha/numeric	8	Required: All 8
3	Assessment Amount	Alpha/numeric	10	Decimal Required
4	City/ District Code	Alpha/numeric	4	Required *

Example of Data Layout:

Data= "T1"||"01011127"||1234.55||"051"

*The file must be in "ASCII Delimited Text" format. The delimiters should be tab (||) and Double quotes (""). All files must be in the correct text format; the incorrect format will result in a failure to attach your levy to the secured tax roll.

* Note: Contact Israel Guevara at (714) 834-3839 or israel.guevara@ac.ocgov.com for your tax type code and district number code for new assessments.

Direct Charges/Special Assessments 2021-2022

Name of City/Special District: _____

List all assessments by name and tax type.

Assessment Name _____ Tax Type _____

Contact Name _____ Phone # _____

Assessment Name _____ Tax Type _____

Contact Name _____ Phone # _____

Assessment Name _____ Tax Type _____

Contact Name _____ Phone # _____

Assessment Name _____ Tax Type _____

Contact Name _____ Phone # _____

Assessment Name _____ Tax Type _____

Contact Name _____ Phone # _____

Assessment Name _____ Tax Type _____

Contact Name _____ Phone # _____

Assessment Name _____ Tax Type _____

Contact Name _____ Phone # _____

Assessment Name _____ Tax Type _____

Contact Name _____ Phone # _____

Assessment Name _____ Tax Type _____

Contact Name _____ Phone # _____

Direct Online Submission

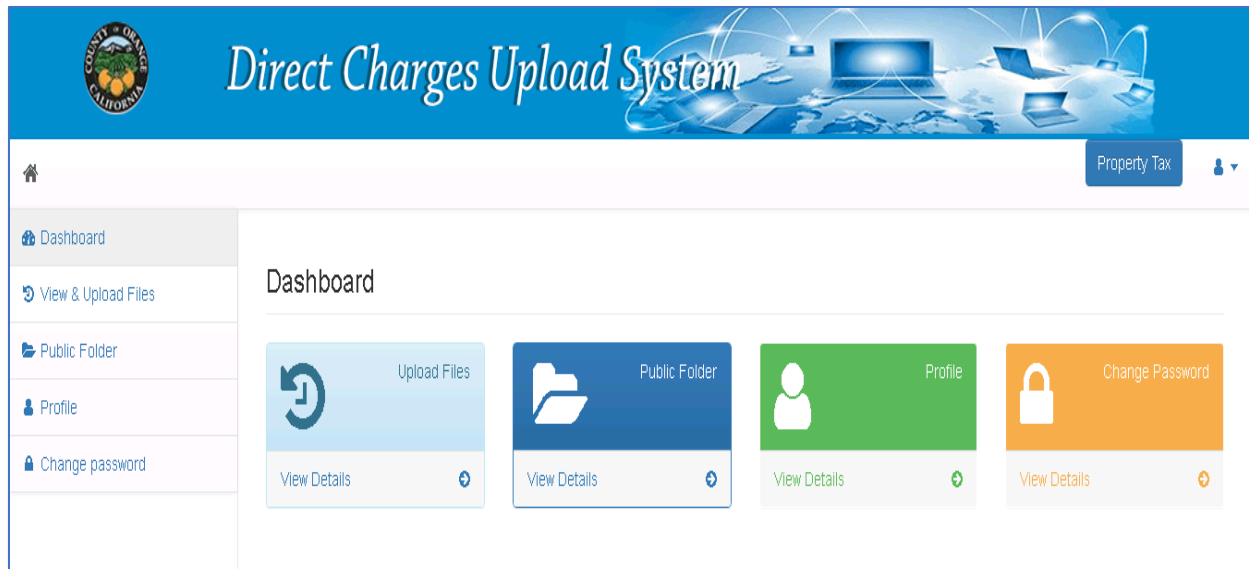
The Orange County Auditor-Controller direct charges upload system will allow for cities, special districts and authorized consultants to upload direct charges/special assessments files and signed authorized board resolutions in a more efficient way. Access <http://epts.ocgov.com/direct/login> and sign in with the account information provided to you last year. If you do not have an account, please contact us for setup. Below, we use the County as an example to demonstrate.

LOGIN ID – please use the same login ID from last year (see login ID listing). This is same as the **Account ID** displayed in the profile. If your district is not on the list, please contact us to set one up.

PASSWORD – please use password you created from last year. If this is a new account, the initial default password is “Password”+DistID. For example, the default login for the County is *OCOUNTY* and *PasswordB001*. Upon initial log in, we strongly recommend you to change the password. Password contains unique 8 characters: must have upper case, lower case, and a number for the account. For password reset, utilize the “forget password” feature or contact us.

The screenshot shows the login interface for the Direct Charges Upload System. At the top, the browser address bar displays 'epts.ocgov.com/direct/login'. Below this is a blue header with the text 'Direct Charges Upload System' and a background image of a laptop and network connections. The main content area features a 'Member Login' section with a person icon. Below the icon are two input fields: 'Login ID' and 'Password', both highlighted with a yellow border. To the left of the 'Password' field is a lock icon. Below the input fields are a 'Remember Me' checkbox and a 'Forgot Password?' link. A large blue 'Sign In' button is positioned at the bottom of the login form. At the very bottom of the page, the copyright notice '© 2020 Direct Charges Upload System' is visible.

Upon logging in, you will be taken to the Dashboard. Navigate via tabs and links for different functions and information on this page.



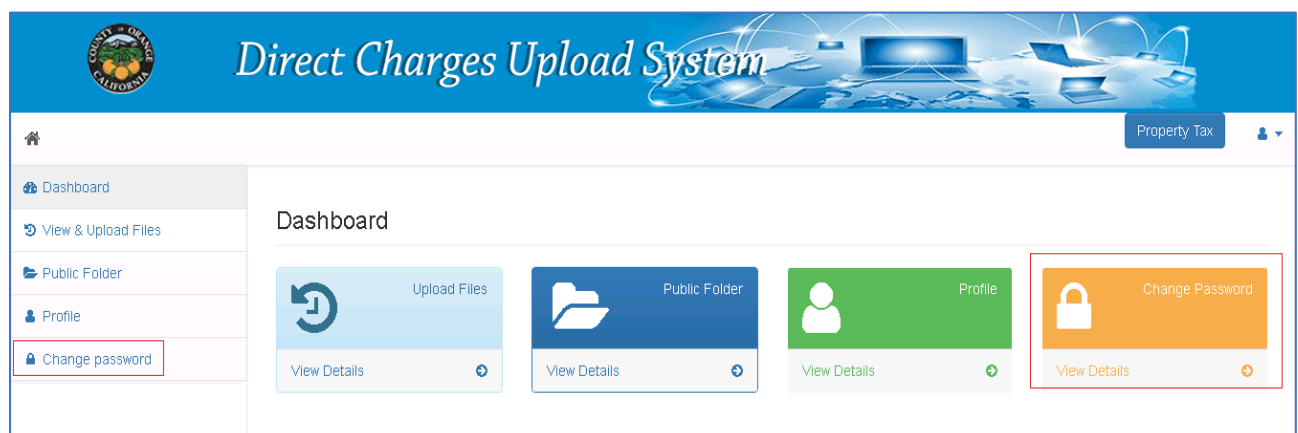
Upload Files – use this function to upload the direct charge/special assessments files and signed board resolutions. **Only correct file types (.txt, .pdf, .doc) can be accepted.** You only have the capability to upload and view files. Contact us to have your file deleted if such an action is needed.

Public Folder – view and download any documents uploaded by the Orange County Auditor’s office such as the Direct Charges Letter, submission instructions, and the Parcel Listing files.

Profile – displayed here are the *Account ID*, *District Name* and *District ID* which are created and assigned to you by the Orange County Auditor’s office. Other information you **must** update are the primary contact person’s information (*first name*, *last name*, *email* and *primary phone number*) which **must** match to the information submitted with *Attachment C*.

Changing Password

- Click on the **Change Password** tab or the **Change Password Link**.



- Enter your current password that was provided to you and then update your new password following the requirements.

Password requirements are to be 8 characters: must have an upper case, lower case, and a number

Property Tax

Dashboard

View & Upload Files

Public Folder

Profile

Change password

Change password

Change your password

Use the form below to change your password. Your password cannot be the same as your username.

Your ID: **OCOUNTY**

Current Password

New Password

8 Characters Long

One Uppercase Letter

One Lowercase Letter

One Number

Repeat Password

Passwords Match

Change Password

Profile Update

- Click on the **Profile Tab** or **Profile Link**

Property Tax

Direct Charges Upload System

Dashboard

Upload Files

Public Folder

Profile

Change Password

View Details

View Details

View Details

View Details

- Select **Edit** and update the fields with the information that must match the same contact information submitted with *Attachment C* for the district.

Property Tax

Dashboard

View & Upload Files

Public Folder

Profile

Change password

Edit Profile

Account ID * OCOUNTY

District Name Property Tax

District ID * 001

First Name Property

Last Name Tax

Email * PTAX@ac.ocgov.com

Primary Phone * 714-834-4437 Ext.

Save Cancel

File Upload

- Click on the **View & Upload Files** tab or the **Upload** link

Property Tax

Dashboard

View & Upload Files

Public Folder

Profile

Change password

Direct Charges Upload System

Dashboard

Upload Files

Public Folder

Profile

Change Password

View Details

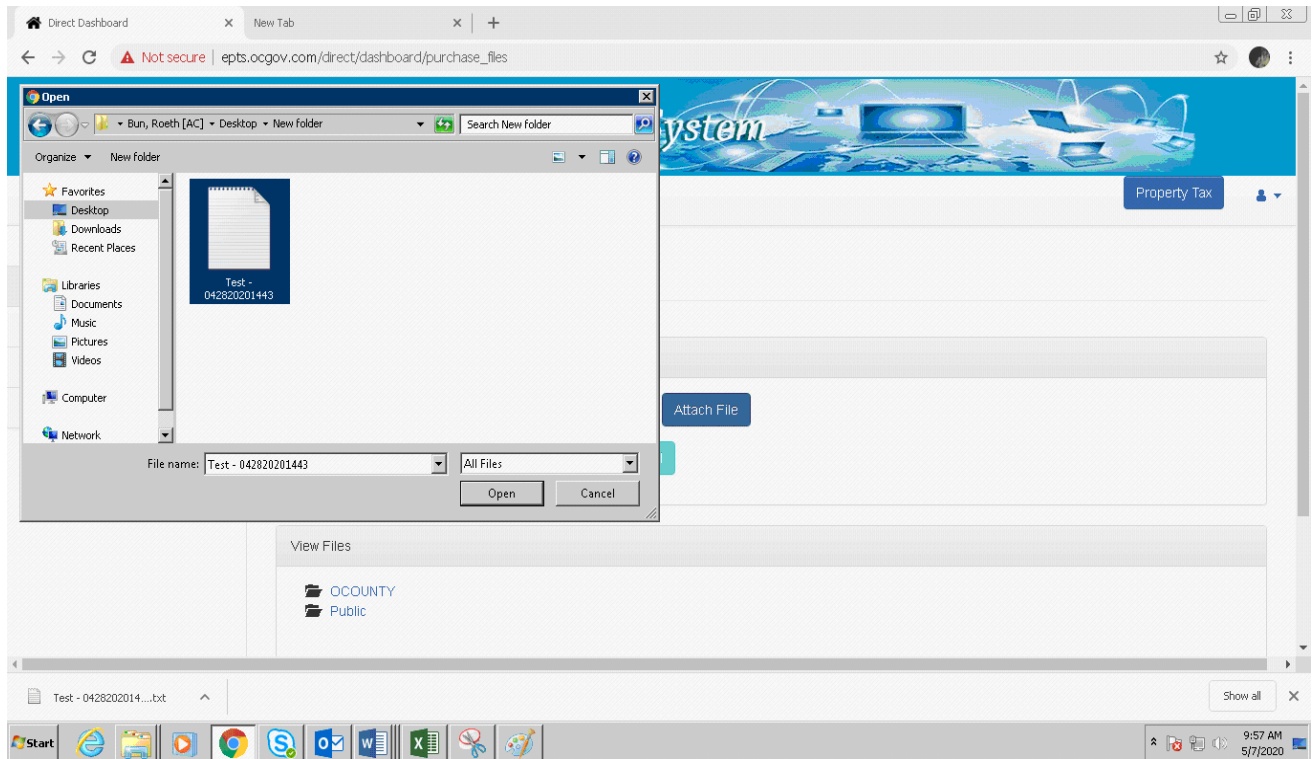
View Details

View Details

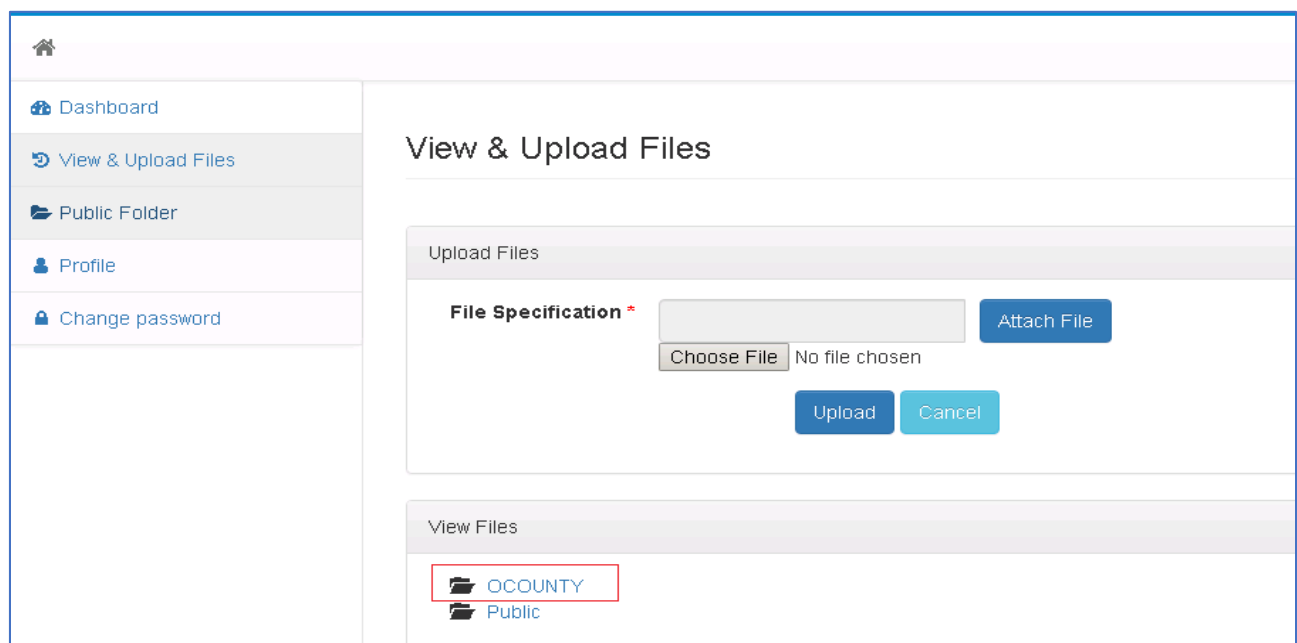
View Details

- Select **Attach File** and locate the file you want to upload. A confirmation will be given if the correct file type is uploaded onto the district account folder.

Only file types .txt, .pdf and .doc will be accepted.



- You can view what files have been uploaded to the district folder by clicking on your folder. Seeing the files you uploaded validates that they have been successfully uploaded and submitted to us. Files cannot be deleted or changed. Contact us if you require deletion of an incorrect or erroneous file.



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains navigation links: Dashboard, View & Upload Files (highlighted), Public Folder, Profile, and Change password. The main content area is titled "View & Upload Files" and features a "Property Tax" button in the top right corner. Below the title, there is an "Upload Files" section with a "File Specification" field containing the text "Test - 042820201443.bt" and an "Attach File" button. Below this are "Upload" and "Cancel" buttons. The "View Files" section below shows a "Back" button and a file entry: "Test - 042820201443 - 050720200931.txt".

Contact us – Roeth Bun at Roeth.bun@ac.ocgov.com