

El Dorado County, Auditor-Controller, Property Tax Division

360 Fair Lane, Placerville CA 95667 (530) 621-5470

**Direct Charge Levy Process
Consultant Authorization Form**

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This form indicates what activities the District’s Consultant provides as the District’s proxy administrator along with the termination date for which the Consultant will be providing such services. The Auditor will presume the Consultant is authorized to provide/complete the activities stated below until the termination date and/or further written correspondence is received from the District.

This form does NOT need to be submitted each year. Submit a new form when:

- A change in the authorized services provided by the same proxy administrator.
- New additional direct charge tax codes, regardless of whether the same or different authorized services and/or proxy administrator.
- A new proxy administrator.

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1. Review the Background and Instructions sections on this page.
2. Retrieve the form.
3. Complete the appropriate check boxes and other fields on the form.
4. The same form may be used for more than one direct charge as long as each direct charge has the same condition(s).
5. Either: Digitally sign and print to PDF (no printer or paper is needed, instead a small PDF file is created with user defined filename).
...or...
Digitally sign and save the file (can change filename if desired, but don’t change the file type).
...or...
Print (paper) and sign the paper copy.
6. Retain a copy for the district’s records.
7. Submit the completed form to the Auditor-Controller, Property Tax Division. Submission may be made via email (preferred), mail, or in-person.