

Direct Charge Levy Annual Certification of Levy and Data Submission Form

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The information on this form is used to ensure:

- Accuracy related to the submission of the direct charge levy data file.
- Direct charge levies submitted have been approved by the district.
- District agrees to the statutory cost recovery for direct charges enrolled.
- District agrees to the statutory and procedural terms for collection on the tax roll.

Any errors cause the entire data submission to fail. These include:

- Incorrect overall file format (4 data formats are available)
- File format errors on individual records/lines
- Invalid ANs
- Duplicate ANs
- Levy amount with an odd cent (.01, .03, .05, etc.)
- \$0 amount

Submit this form each time a data file is submitted. Note that each data submission will completely overwrite any previously submitted data for the tax code for the same tax year.

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1. Review the Background and Instructions sections on this page.
2. Retrieve the applicable form.
3. Locate the appropriate direct charge tax code on the form.
4. Complete the appropriate check boxes and other fields on the form.
5. The same form may be used for more than one direct charge as long there is only one direct charge tax code per page and as the remainder of the direct charge annual package is submitted simultaneously for all listed on the form.
6. Either: Digitally sign and print to PDF the one page related to the specific direct charge (no printer or paper is needed, instead a small PDF file is created with user defined filename).
...or...
Digitally sign the page related to the specific direct charge and save the file (can change filename if desired, but don't change the file type).
...or...
Print (paper) the one page related to the specific direct charge and sign the paper copy.
7. Retain a copy for the district's records.
8. Submit the completed form as part of the entire direct charge annual package to the Auditor-Controller, Property Tax Division by the deadline. Submission may be made via email (preferred), fax, mail, or in person.

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The district bears the responsibility to ensure timely delivery to the Property Tax Division.

5PM MONDAY AUGUST 12, 2024