

Direct Charge Levy Process
Direct Charge Information Sheet Form

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The information on this form is used to ensure accuracy related to the direct charge levy, contact information, revenue distribution, etc. The review, validation, and submission of this information is necessary each year by the statutory deadline of August 10.

The district may make additional updates to the information anytime throughout the year by submitting an updated form.

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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. Review and validate the information for the direct charge.
5. If changes are needed, use the field immediately below to notate the updated information.
6. Complete the appropriate check box and other fields at the bottom of the page.
7. The same form may be used for more than one direct charge as long as the remainder of the direct charge annual package is submitted simultaneously for all listed on the form.
8. 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 the 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.
9. Retain a copy for the district's records.
10. 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.