

OFFICE OF THE AUDITOR-CONTROLLER

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Special Assessments

It is that time of year as we prepare for the **FY2024-25** tax year. This is a reminder for the placement of special assessments and bonds on the **FY2024-25** tax roll. If you have contracted this task to your consulting firm/s, please provide this notice to them.

The **cut-off date** for submitting the special assessment information for the FY2024-25 tax roll is **August 12, 2024** (GC 26911). Special assessments and bonds received after this date **will not** be placed on the tax roll. **Please advise your consultant to submit your assessments by the due date.**

Upon receipt of your special assessments, after you have validated the data using the Public Access portal, we will allow you to make any necessary corrections before transferring them to the roll. Once the special assessment is placed on the roll, cancellations/changes will be accepted from **October 15th until March 31st** of the following year. **Please be advised that we will no longer accept upward corrections (increase in charges) for special assessments.**

*****PLEASE ENSURE ALL ITEMS BELOW ARE ADDRESSED*****

When preparing your file, please note the following:

- **You may combine all your project numbers for your agency in one file for Bonds and Non-Bonds in the County Assessment and Taxation System (CATS) format. If a consulting firm is submitting your charges, please ensure they submit the file for your agency in a separate upload from other agencies via the Public Access portal.**
- **Valid parcel numbers** must be used for the special assessments. Please ensure all data are correct before submitting to our office (validation of parcel number to be done via the Public Access portal).
- **Do not include** any assessment less than \$10 on the tax roll.
- **Do not include** any property owned by Federal agencies. Federal agencies are exempt from property taxes and special assessments.
- **Do not include** any common area parcels. The Assessor's Office has coded these with a use code of 9100.
- Obtain a **project number** for **new** special assessments (first time on the tax roll). To obtain a project number, contact us at Prop@solanocounty.com.

When submitting on the Public Access portal (access required) please provide the following:

- A summary page with **PIN count** (Property Identification Number, formerly known as APN - Assessor Parcel Number) and **total amount** to upload (see attached form).
- The **name, telephone number** and **email** of the individual who will respond to taxpayer queries regarding this levy (see attached form). **This information is required and is placed on the tax bill.** Without it, the levy will not be placed on the tax bill. If you contracted a consulting firm to administer this levy, obtain the name and telephone number designated by your contractor to answer questions from the taxpayers.
- **A copy of the Board Resolution.**
- **A brief narrative** (in MS Word format) for all new special assessments (first time on the tax roll) describing the nature of the special assessment which should include what, how, where, and why.
- Let us know if any of the project numbers listed above will **not have charges for FY2024-25, or in the future.**
- If you are a new taxing agency with us, in addition to the above items required, we will need your Electronic Funds Transfer (EFT)/Automated Clearing House (ACH) banking instructions.

Please contact Eliza Perez at (707) 784-6534 (emperez@solanocounty.com) or Rosemary Bettencourt at (707) 784-6413 with any questions.

Very truly yours,

Phyllis S. Taynton, CPA
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