

County of Santa Clara

Finance Agency
Controller-Treasurer

County Government Center
70 West Hedding Street, East Wing 2nd floor
San Jose, California 95110-1705
(408) 299-5205 FAX 287-7629



Attachment II

SPECIAL ASSESSMENT DATA REQUIREMENTS

1. The Special Assessment Tax data ***MUST*** be submitted in non-delimited ASCII text format and should not have headers or footers. ASCII text can be produced by using a simple text editor such as MS Notepad or Wordpad. **DO NOT SEND THE DATA IN A SPREADSHEET; IT WILL BE RETURNED TO THE SENDER FOR PROPER FORMATTING.**
2. Use the following Filename Convention: **SA_YYYYMMDD_SA#**
Where: **YYYYMMDD** = Four Digit Year, Two Digit Month, Two Digit Date
SA# = the four digits Special Assessment Number.
3. The data can be delivered to Controller-Treasurer Department as an attachment via EMAIL.
4. Each record should be formatted as shown below:

a. DATA LAYOUT: Non-SBE Parcels Only (Record Length = 20)

Data Description	Length	Position
ASSESSOR'S PARCEL NUMBER	8 numbers	1-8
SPECIAL ASSESSMENT CODE	4 characters	9-12
SPECIAL ASSESSMENT AMOUNT	8 numbers	13-20 (w/ leading zeros)

The ***amount must be even cents (.02, .28, etc.)***

A sample of properly formatted Non-SBE data is shown below. The arrows define the beginning and end of each data field:

APN	S/A	S/A	
	Code	Amount	
↓	↓	↓	↓
0225401601	11	100079958	

In this example the parcel number is 02254016, the Special Assessment code is 0111, and the Special Assessment amount is **\$799.58**.

b. DATA LAYOUT: SBE Parcels Only (Record Length = 21)

Data Description	Length	Position
A. SBE "ASSESSEE NUMBER"	4 numbers	1-4 (w/ leading zero)
B. TAX RATE AREA (last 5 digits only)	5 numbers	5-9
C. PUBLIC IMPROVEMENT CODE	4 characters	10-13
D. PUBLIC IMPROVEMENT AMOUNT	8 numbers	14-21 (w/ leading zeros)

A sample of properly formatted SBE data is shown below. The arrows define the beginning and end of each data field:

A. B. C. D.
↓ ↓ ↓ ↓ ↓
033607165011100080000

In this example the "assessee number" from SBE is 336, the TRA is 007-165, the Special Assessment code is 0111, and the Special Assessment amount is **\$800.00**.

5. **Form C [Annual Enrollment Form] must be filled and submitted in the email to which the file is attached:**
6. **Submitting corrected data:**
If the initial data file is to be corrected, please
 - Make corrections and then resubmit the entire file with ALL parcels.
 - Do NOT send partial data file which contains just the corrected parcels.