


EXHIBIT 1

DIRECT CHARGE DATA FORMAT (4 Options)

OPTION 1 of 4: Tab Delimited (preferred)

(Fields are separated by a tab)

021321010000	424.84	50000
022042001000	273.28	50000
022122002000	100.90	50000
022321035000	100.9	50000
023721022000	100.00	50000
023321020000	100.	50000
023562008000	100	50000
025193019000	23582.40	50000



*Preferred Format
Easiest for most Districts*

1 Assessment Number (AN):

- Must be 12 digits
- No dashes

2 Dollar Amount to Charge:

- No commas within the dollar amount
- No more than 2 digits may follow the decimal point
- Must be greater than zero
- Must be equally divisible by 2 (can't have an odd cent)
- Doesn't have to be a whole dollar amount (e.g. 102.00)
- If the amount is negative, place a minus sign in front of amount

3 Direct Charge Tax Code Number:

- Obtain from Auditor-Controller Property Tax Division
- Must be 5 digits

Overall Check List:

- Only 1 tab is used between each field
- No leading or trailing spaces
- No leading or trailing zeros
- No leading or trailing characters
- No commas or quotations
- No hyphens or dashes
- No extra lines
- No headers, footers, or titles
- No subtotals or totals
- Suggest creating in Excel and saving as a "Text (tab delimited)" file
- Suggest confirm *.txt layout in "Word" (with "show/hide" turned on)
- Submit file as a "text" file (*.txt)

EXHIBIT 1

DIRECT CHARGE DATA FORMAT (4 Options)

OPTION 2 of 4: Fixed Length

(Fields are run together without separation)

```
0213210100000000004248450000
0220420010000000002732850000
0221220020000000001009050000
0223210350000000001009050000
0237210220000000001000050000
0233210200000000001000050000
0235620080000000001000050000
0251930190000000235824050000
```

1 2 3

1 Assessment Number (AN):

- Must be 12 digits
- No dashes

2 Dollar Amount to Charge:

- Must be 11 digits
- No decimal point (decimal point is implied)
- Must include cents even if zero
- Must zero-fill (from the left) to make 11 digits
- Must be greater than zero
- Must be equally divisible by 2 (can't have an odd cent)
- Doesn't have to be a whole dollar amount (e.g. 102.00)
- If the amount is negative, place minus sign as a trailing over-punch

3 Direct Charge Tax Code Number:

- Must be 5 digits
- Obtain from Auditor-Controller Property Tax Division

Overall Check List:

- 28 characters total length
- No leading or trailing spaces
- No leading or trailing zeros
- No leading or trailing characters
- No commas or quotations
- No hyphens or dashes
- No extra lines
- No headers, footers, or titles
- No subtotals or totals
- Suggest confirm *.txt layout in "Word" (with "show/hide" turned on)
- Submit file as a "text" file (*.txt)

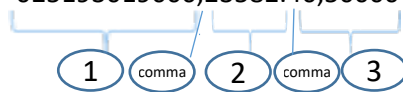
EXHIBIT 1

DIRECT CHARGE DATA FORMAT (4 Options)

OPTION 3 of 4: Comma Delimited

(Fields are separated by a comma)

021321010000,424.84,50000
022042001000,273.28,50000
022122002000,100.90,50000
022321035000,100.9,50000
023721022000,100.00,50000
023321020000,100.,50000
023562008000,100,50000
025193019000,23582.40,50000



1 Assessment Number (AN):

- Must be 12 digits
- No dashes

2 Dollar Amount to Charge:

- No commas within the dollar amount
- No more than 2 digits may follow the decimal point
- Must be greater than zero
- Must be equally divisible by 2 (can't have an odd cent)
- Doesn't have to be a whole dollar amount (e.g. 102.00)
- If the amount is negative, place a minus sign in front of amount

3 Direct Charge Tax Code Number:

- Obtain from Auditor-Controller Property Tax Division
- Must be 5 digits

Overall Check List:

- Only 1 comma is used between each field
- No leading or trailing spaces
- No leading or trailing zeros
- No leading or trailing characters
- No quotations
- No hyphens or dashes
- No extra lines
- No headers, footers, or titles
- No subtotals or totals
- Suggest confirm *.txt layout in "Word" (with "show/hide" turned on)
- Submit file as a "text" file (*.txt)

EXHIBIT 1

DIRECT CHARGE DATA FORMAT (4 Options)

OPTION 4 of 4: Quote/Comma Delimited

(Fields are enclosed by quotes and separated by a comma)

```
"021321010000","424.84","50000"  
"022042001000","273.28","50000"  
"022122002000","100.90","50000"  
"022321035000","100.9","50000"  
"023721022000","100.00","50000"  
"023321020000","100.","50000"  
"023562008000","100","50000"  
"025193019000","23582.40","50000"
```

The diagram shows three fields labeled 1, 2, and 3, each enclosed in a circle. Brackets connect these labels to the corresponding fields in the data format examples above. Field 1 is the assessment number, field 2 is the dollar amount to charge, and field 3 is the direct charge tax code number. Commas are shown between the fields, and the entire format is enclosed in quotes.

1 Assessment Number (AN):

- Must be 12 digits
- No dashes
- Enclosed by quotations

2 Dollar Amount to Charge:

- No commas within the dollar amount
- No more than 2 digits may follow the decimal point
- Must be greater than zero
- Must be equally divisible by 2 (can't have an odd cent)
- Doesn't have to be a whole dollar amount (e.g. 102.00)
- If the amount is negative, place a minus sign in front of amount
- Enclosed by quotations

3 Direct Charge Tax Code Number:

- Obtain from Auditor-Controller Property Tax Division
- Must be 5 digits
- Enclosed by quotations

Overall Check List:

- Only 1 comma is used between each field
- No leading or trailing spaces
- No leading or trailing zeros
- No leading or trailing characters
- No hyphens or dashes
- No extra lines
- No headers, footers, or titles
- No subtotals or totals
- Suggest confirm *.txt layout in "Word" (with "show/hide" turned on)
- Submit file as a "text" file (*.txt)