



County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

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Date: May 22, 2018
To: «DistrictName»
Attn: «ContactName»
Via email @ «Email»
Consultant email @ «ConsultantEmail»

From: «Staff», Property Tax Division
RE: 2018/19 Direct Charge Levy Enrollment Confirmation-Reject Memo
For Direct Charge Tax Code «TaxClassNmbr»

The District's Annual Certification of Levy and Data Transmission form dated _____ has been received and processed with the following results.

- The submitted direct charge levies processed successfully.
 - The direct charge levies will be enrolled on the 2018/19 secured tax roll. No further action is needed from the district unless the district determines additions/deletions/changes are needed, in which case the district may submit a new data upload file (which includes all levies for this direct charge tax code to overwrite the existing file) by August 10.
 - The direct charge levies will be enrolled on the 2018/19 unsecured tax roll.

- The data upload file was rejected in its entirety for one or more of the following reasons. At this time, \$0 and zero ANs are levied on this direct charge tax code. Any known errors are indicated below; however, additional errors could exist. To remedy, submit a corrected data upload file along with a new Annual Certification of Levy and Data Submission form by August 10.
 - Duplicated ANs on the data upload file for the same direct charge tax code.
 - Invalid ANs. This may include invalid ANs for the current tax year which were valid last year.
 - \$0 amount(s).
 - Amount(s) not divisible into two equal installments (amount ending in odd cent).
 - Total amount on the data upload file doesn't equal the total amount as shown on the *Annual Certification of Levy and Data Submission* form.
 - Invalid direct charge tax code.
 - AN appears to be outside of district's boundary. Please contact the Auditor if it is inside.
 - Total number of records on the data upload file doesn't equal the total number of records as shown on the *Annual Certification of Levy and Data Submission* form.
 - Record(s) in the wrong format. Possibilities include extra spaces/headers/footers/etc.
 - Format not consistent throughout entire data upload file.
 - Unreadable record.
 - Other: _____

cc: direct charge tax code annual file