

**El Dorado County, Auditor-Controller, Property Tax Division**  
**360 Fair Lane, Placerville CA 95667 Phone (530) 621-5470, FAX (530)295-2535**  
**DIRECT CHARGE LEVY – ERROR CORRECTION FORM**

Complete the applicable items. Use only one form per year/AN corrected (if mass corrections needed, contact Auditor first). Submit to the Auditor via email/mail/fax/hand delivery. If the district doesn't receive confirmation of the change by November 1 or within 30 days of submission (whichever is later), contact the Auditor's office.

<b>Date:</b>	
<b>District Name:</b>	
<b>District Contact Person and Title:</b>	
<b>District Contact Phone Number:</b>	
<b>District Authorized Signature(s):</b>	
<b>Direct Charge Tax Code (5-digit Number):</b>	
<b>Tax Roll Year to be Changed</b> (e.g. 2020/21): <small>(Provide code citation authorizing changes beyond 4 years)</small>	
<b>Assessee Name(s):</b> <small>(Include Address if adding unsecured levy)</small>	
<b>Assessment Number (AN):</b>	

		<b>\$ Amount</b>
<b>Action Requested:</b> <input type="checkbox"/> Reduce levy due to error (Auditor refund any overpayment) <input type="checkbox"/> Remove levy due to error (Auditor refund any overpayment) <input type="checkbox"/> Add secured levy <input type="checkbox"/> Add unsecured levy <input type="checkbox"/> Transfer secured levy to unsecured <input type="checkbox"/> Other (explain) _____	<b>Current Levy Amount</b> <small>(even if \$0)</small>	
	<b>Adjustment (+/-)</b>	
	<b>New Levy Amount</b> <small>(even if \$0)</small>	

**Reason for Error (check all that apply):**

Wrong amount (The district accepting payment directly from the taxpayer doesn't constitute an error {R&T §§136, 4801, and 4831 et seq.}. If the district accepts payment directly from the taxpayer, contact the Tax Collector for a "Bill Separation" {R&T §2801 et seq.} {see Direct Charges Manual}.)

Wrong AN (Include a separate form to request the addition of the levy to other AN)

Split interest billing (Need to split levy among multiple ANs due to more than one AN being active for the property)

Owner Change before December 10, where state law prohibits levy to be secured but allows for transfer of levy to unsecured roll.

Owner Change in the year preceding the levy, where state law prohibits placement of levy on tax rolls.

Relied on inaccurate/incomplete County Assessor Use Code/Unit Count ] (Provide documentation to request cost recovery waiver. Cost recovery waived only once. District's responsibility to determine future levies.)

Administrative Parcel

County Auditor Error (explain: \_\_\_\_\_) (Provide documentation to request cost recovery waiver)

County Assessor Error (explain: \_\_\_\_\_) (Provide documentation to request cost recovery waiver)

Other (explain: \_\_\_\_\_) (Provide explanation/documentation to request cost recovery waiver)

**\$15 Cost Recovery (payable to Auditor):**

Request waiver of cost recovery (Potentially available only for reasons indicated in section above. Provide full documentation to support waiver request.)

Check enclosed

Charge General Ledger Organization Code/Object/Project String

**AUDITOR-CONTROLLER USE ONLY**

Processed By: _____  Date: _____	<u>Notes</u>	Distribution: <ul style="list-style-type: none"> <li>Annual Direct Charge File for the Tax Code (via PDF on K:\ or paper)</li> <li>Scan to AUD-MPTS Images\RC</li> <li>District</li> </ul>
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