

County of Santa Clara

Finance Agency
Controller-Treasurer

County Government Center
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San Jose, California 95110-1705
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Attachment I

FY2022-23 Annual Special Assessment Enrollment Timeline

5/18/2022	Annual Enrollment Workshop
6/01/2022	*Annual Enrollment Instruction Letter, *Form A [Contact Information] and *Form B [District Information and Exemptions Status] will be sent to the agency.
6/10/2022	New Special Assessment: Deadline for agency with New Special Assessment to contact Controller-Treasurer to set up new account. All new Special Assessments will also need to fill out *New Special Assessment Request Form .
6/17/2022	Deadline for agency to submit: Verified Form A and B [Contact Information/ District Information and Exemptions Status]; New Special Assessment Request Form for agency with new special assessment.
6/30/2022	*Form C [Annual Enrollment Form] will be sent out to agency. (Agency needs to submit Form C together with the annual enrollment data file)
Early July	Change of Ownership information (for Senior Exemption purposes) is available. Contact Controller-Treasurer if such information is needed.
7/13 to 8/5/2022	Annual Enrollment Period: <ul style="list-style-type: none">• Agency to submit the annual enrollment data file and Form C [Annual Enrollment Form]• Certification of Special Assessment Annual Enrollment will be sent to agency for verification and signature.
8/12/2022	Deadline for **corrections on submitted information.
8/19/2022	Deadline for agency to return the verified and signed Certification of Special Assessment Annual Enrollment .

* Letter/Forms are also available for download on the Controller-Treasurer Department's Website: www.sccgov.org/SA

** Corrections after the deadline will be subject to charge.