

# County of Santa Clara

Finance Agency  
Controller-Treasurer

County Government Center  
70 West Hedding Street, East Wing 2<sup>nd</sup> floor  
San Jose, California 95110-1705  
(408) 299-5206 FAX 287-7629



## Attachment II

### SPECIAL ASSESSMENTS DATA REQUIREMENTS

1. The Special Assessment 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: **yyymmdd** = 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 <b><i>amount must be even cents (.02, .28, etc.)</i></b>

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

	S/A	S/A	
APN	Code	Amount	
↓	↓	↓	↓
02254016	0111	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 "ASSEESSEE 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.