

County of Ventura
Auditor-Controller
Data Requirements
Direct Assessment Format Instructions

Create file in Excel. The following is the required format to submit special assessment data.
 If you have any questions, please call Karen Kanatzar (805) 654-3181.

SA	1234567890	1000	17	49	A
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EXAMPLE

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
SA	1234567890	0000000500	01	20	A
SA	0123456789	0000001000	02	16	A
SA	0012345678	0000001012	03	93	C
SA	0001234567	0000010000	04	93	C
SA	0000123456	0000010024	05	58	D
SA	0000012345	0000100000	06	58	D
SA	0000001234	0000100068	07	71	A

Explanation of each column.

Column

1. SA for Special Assessment
 2. Assessors 10 digit parcel number
 3. Amount column. Amount must be divisible by 2, numeric 8 + 2 decimals, precede with zero fill (e.g. 10.00 as 0000001000 **10 digit with no decimal point**)
 - * The following steps provide instructions on how to format the amount column (column 3)
 - Select column 3
 - Select "Format" on your toolbar
 - On the drop down menu, select "Cells"
 - Select "Number" tab
 - Under "Category" select "custom"
 - Under "Type" enter 0000000000
 - Select OK
 4. 2 digit assigned District number
 5. 2 digit assigned Zone number
 6. Status code. A - Add; C - Change; D - Delete
- NOTE: Initial submission should only contain the letter A.**