

**County of Ventura  
Auditor-Controller's Office  
Property Tax Division  
Data Submission Requirements  
Direct Assessment Format Instructions**

Direct Assessment data must be submitted in Excel format.

**(Remember) - Only one district/zone per Excel File!**

**(See Upload Template and Subfund Crosswalk):**

	A	B	C
1	District - Zone	14-58	
2	Subfund Number	14401102	
3	Subfund Name	CO.VTA.LIBRARY.UNC	
4	File Type	Direct Assessment	
5	<b>APN</b>	<b>Amount</b>	<b>TransCode (A/C/D)</b>
6	100080240	35.00	A
7	140040170	35.00	A
8	140110250	35.00	A
9	200021020	35.00	A

- 1) Row 1 Column B: enter District Number – Zone Number for your levy.
- 2) Row 2 Column B: enter Subfund Number for your district.
- 3) Row 3 Column B: enter Subfund Name for your district.
- 4) Row 4 Column B: enter “Direct Assessment” or “State Utility”.
- 5) Row 5 contains column headers, do not modify.
- 6) Row 6 and onward includes assessment data:
  - A) Column A: enter Assessor’s full 10-digit property number. No dashes or spaces.
  - B) Column B: enter Assessment Amount in dollars and cents. Include the decimal and the amount must be evenly divisible by 2. No \$ sign or odd numbers.
  - C) Column C: enter Transaction Code – A (Add), C (Change) & D (Delete) – Please note: Initial Submission should only have Transaction Code **A**.

Email total parcel count and amount to [audptax@ventura.org](mailto:audptax@ventura.org) and attach excel file for each Subfund (District/Zone).

If you have any questions, contact Laura Uribe at (805) 654-2189.