

County of Los Angeles
Department of Auditor-Controller



Direct Assessment Submission
Procedure Manual

FY 2024-25

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DIRECT ASSESSMENT (DA) INTRODUCTION

This is the fiscal year 2024-25 version of the Los Angeles County Auditor-Controller Direct Assessment Submission Procedure Manual. This manual has been created for use by taxing agencies that submit their direct assessments to the Los Angeles County Auditor-Controller for processing.

The following is a summary of important items to keep in mind during this year's Direct Assessment (DA) process:

- **DA Inquiry E-mail**

All Direct Assessment related inquiries are to be submitted to our new dainquiry@auditor.lacounty.gov e-mail address.

- **DAWeb Site**

To access DAWeb (<https://daweb.auditor.lacounty.gov>), it is recommended to download and use either MS Edge or Chrome.

- **Authorizing Signature Requirements**

When providing documents requiring signature (i.e., AIS, Billing Agreement, Data Transmittal, Resolution/Ordinance, Engineer Reports, etc.), your agency may sign aforementioned documents via wet signature or electronic signature. When submitting electronic signatures, the Los Angeles County Auditor-Controller and your agency agree to regard electronic representations of original signatures of authorized officers of each party as legally sufficient evidence that such legally binding signatures have been affixed to agreement.

- **Document Submission**

All DA agencies are **required** to complete and save their Agency Information Sheet (AIS) before uploading documents or data file(s) via the DAWeb site.

The following required documents, **AIS, Billing Agreement, and Data Transmittal** should not be modified unless approved by the Auditor-Controller management.

The Auditor-Controller requires that each agency provide a current copy of their Resolution/Ordinance, supporting documents (such as engineer reports, permits, etc.) and Billing Agreement annually, even if no changes have taken place.

- **Resolution/Ordinance**

The resolution or ordinance should indicate the agency has the governing authorization (based on the applicable state law) and state that the agency is directing the County Auditor-Controller to place the direct assessment on the current tax roll. Refer to section **6.2 Resolution/Ordinance (see page 15)** for further clarification and information.

- **Billing Agreement**

The Auditor-Controller does not provide the original hardcopies of executed Billing Agreements to taxing agencies. Scanned PDF copies will be e-mailed to all taxing agencies to the e-mail address provided on their AIS. In addition, ONE signed Billing Agreement, listing all the Agency account numbers, is required for agencies with multiple accounts.

- **Requesting for New/Recycled DA Account**

When **REQUESTING FOR NEW/RECYCLED DA ACCOUNT(S) (see page vi)**, your agency will be charged the set up fee of \$250.00 per account in the fiscal year that the account was set up regardless of submission. Refer to **DA SCHEDULE OF SERVICE CHARGES (see page v)** for a listing of all charges.

- **Notification Letter of Authorization**

For consulting agencies that are authorized to sign any/all required documents and forms on behalf of the levying agency, we require a Notification Letter of Authorization **(see page x)**.

- **State Parcel Tax Reporting - Assembly Bill 2109**

AB 2109 (State Parcel Tax Reporting) requires direct assessment agencies to report information relating to the imposition of assessed parcel tax to the State Controller's Office (SCO). It is the responsibility of all direct assessment agencies to understand their AB-2109 reporting requirements. Please be informed that the Auditor-Controller will be reporting parcel tax information on behalf of County departments only. Non-County direct assessment agencies are required to report this information to the SCO.

Please note that the Auditor-Controller previously maintained a list of all direct assessment agencies that are levying a parcel tax. This list will no longer be maintained starting FY2024-25.

For more information regarding the AB-2109 reporting requirements, please contact the SCO directly or visit their website by clicking the link below:

[SCO - Parcel Tax Reporting Requirements](#)

- **Notice of New Parcel Tax - Assembly Bill 2476**

Effective January 1, 2017, all local agencies are required to provide notice of new parcel tax to the affected property owners who reside outside of the district boundaries. For more information and the entirety of AB 2476, please click the link below:

[AB 2476 State Legislature Website](#)

Questions regarding any portion of these important items should be directed to the Auditor-Controller Property Tax Services Division, **Evelyn Ramirez**, supervisor of the **Direct Assessment Processing Unit** at **(213) 893-2344** or dainquiry@auditor.lacounty.gov.

DA CYCLE AND SUBMISSION DUE DATES

May 1st - July 15th	Request for New/Recycled DA Accounts (see page vi), Reactivate a DA Account (see page viii) and Bill Description Modification (see page 24) will be processed if received by our office as early as May 1st and no later than July 15th .
May 1st - August 10th	Submit the Notification Letter of Authorization to our office as early as May 1st and no later than August 10th (see page x).
July - August	Agencies submit original input direct assessments for the new tax year beginning July 1st . The Auditor-Controller prepares a new tax roll with direct assessments that have been provided by taxing agencies. Once the file is submitted to mainframe, we provide exception reports, parcel change reports and comparison letters for agencies with a significant change in data (=,>,< 20% of transaction count and/or dollar amount) from previous year to current year.
September	Secured tax bills are printed.
October	Special Tax Levied/Paid Report Original Charge will be available for viewing (see page 19) or for downloading via our website at https://auditor.lacounty.gov .

DA DATA SUBMISSION DUE DATES

To ensure agency direct assessments are included on the tax roll, please submit direct assessment input as soon as possible beginning **July 1st**. Cut-off dates are as follows:

July 15th	Upload test data via DAWeb at https://daweb.auditor.lacounty.gov . Agencies submitting data for the first time are recommended to submit test files with sample production data for review.
August 10th	Upload original input data via DAWeb.
September 10th	Final day to accept DA corrections for new tax year.

NOTE: Direct assessment data cannot be submitted to Auditor-Controller via DAWeb without first uploading the AIS, Resolution/Ordinance, Billing Agreement and Data Transmittal.

We cannot guarantee any agency placement of all direct assessments on tax roll when input is received after the established due date of **August 10th**.

DA SCHEDULE OF SERVICE CHARGES

1. DA Annual Charges

Original Input:	\$0.25 per assessment per parcel/yr sequence
Processing Fee:	\$50.00 per account
Set Up Fee:	\$250.00 per account for New/Recycled DA accounts only regardless of submission.

2. DA Quarterly Charge

Corrections:	\$13.00 per assessment per parcel/yr sequence after tax roll extension on September 21, 2024 .
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3. DA Confirmation Charges

The Auditor-Controller will provide an email confirmation that the assessments on specific parcels have been removed/adjusted if the agency makes a request. There will be an additional charge per assessment, per parcel/yr sequence plus processing fee.

NOTE: Additional services requested outside of the processes listed above will be charged based on FY 2024-25 Auditor-Controller Duplication Rates available in September 2024.

REQUESTING FOR NEW/RECYCLED DA ACCOUNT(S)

When requesting new DA account(s), please provide the following:

- Letter requesting for a new DA Account(s), please include the following (**sample, see page vii**):
 - Agency's Letterhead
 - Fiscal Year requesting to establish the account
 - Agency Description
 - 16 Character Bill Description (printed on the property tax bills)
 - Agency Contact Name, Phone No. and E-mail
 - Signature of Authorization from Levying Agency
 - Printed Name and Title of the Authorized Signee

- Copy of approved resolution or ordinance authorizing the Auditor-Controller to place the DA charges on the tax bills.

Send request via:

- Mail: **County of Los Angeles
Auditor-Controller, Property Tax Services Division
Direct Assessment Processing Unit
500 W. Temple Street, Room 153
Los Angeles, CA 90012
Attn: Evelyn Ramirez**

OR

- E-mail: dainquiry@auditor.lacounty.gov.

Should you have any questions regarding the status of your request, please contact **Evelyn Ramirez** at (213) 893-2344 or **Aquilla Ivery-Simmons** at (213) 974-8573 or send an email to dainquiry@auditor.lacounty.gov.

SAMPLE NEW DA ACCOUNT LETTER

Insert agency letterhead here

Date

County of Los Angeles
Auditor-Controller, Property Tax Services Division
Direct Assessment Processing Unit
500 West Temple Street, Room 153
Los Angeles, CA 90012
Attn: Evelyn Ramirez

Dear Ms. Ramirez,

Please establish a new Direct Assessment account for Fiscal Year #####-## for *[insert agency description here (e.g. Landscaping/Lighting District #1)]*. Our agency would like our Bill Description to read as follows:

[insert 16 character bill description here (e.g. LA LAND LIGHT #1)]

I have enclosed a copy of the Resolution authorizing the levy of special taxes.

Please contact *me* at (###) ###-#### or via e-mail at *email address* if you have any questions.

Thank you,

John Smith
Finance Manager

enclosure

REQUESTING TO REACTIVATE A DA ACCOUNT(S)

When requesting to reactivate an old DA account(s), please provide the following:

- Letter requesting to reactivate an existing DA Account(s), please include the following **(sample, see page ix)**:
 - Agency's Letterhead
 - Fiscal Year requesting to reactivate the account
 - Agency Description
 - 16 Character Bill Description (printed on the property tax bills)
 - Agency Contact Name, Phone No. and E-mail
 - Signature of Authorization from Levying Agency
 - Printed Name and Title of the Authorized Signee

- Copy of approved resolution or ordinance authorizing the Auditor-Controller to place the DA charges on the tax bills.

Send request via:

- Mail: **County of Los Angeles
Auditor-Controller, Property Tax Services Division
Direct Assessment Processing Unit
500 W. Temple Street, Room 153
Los Angeles, CA 90012
Attn: Evelyn Ramirez**

OR

- E-mail: dainquiry@auditor.lacounty.gov.

Should you have any questions regarding the status of your request, please contact **Evelyn Ramirez** at **(213) 893-2344** or **Aquilla Ivery-Simmons** at **(213) 974-8573** or send an email to dainquiry@auditor.lacounty.gov.

SAMPLE REACTIVATE DA ACCOUNT LETTER

Insert agency letterhead here

Date

County of Los Angeles
Auditor-Controller, Property Tax Services Division
Direct Assessment Processing Unit
500 West Temple Street, Room 153
Los Angeles, CA 90012
Attn: Evelyn Ramirez

Dear Ms. Ramirez,

Please reactivate Direct Assessment account ###.## (indicate old DA Account number) for Fiscal Year #####-## for *[insert agency description here (e.g. Landscaping/Lighting District #1)]*. Our agency would like our Bill Description to read as follows:

[insert 16 character bill description here (e.g. LA LAND LIGHT #1)]

I have enclosed a copy of the Resolution authorizing the levy of special taxes.

Please contact me at (###) ###-#### or via e-mail at *email address* if you have any questions.

Thank you,

John Smith
Finance Manager

enclosure

SUBMISSION OF NOTIFICATION LETTER OF AUTHORIZATION

When creating the notification letter of authorization, please include the following (**sample, see page xi**):

- Agency's Letterhead
- Consulting Agency Name
- List of required documents and forms that you have authorization for (e.g. Billing Agreement, Agency Information Sheet, Data Transmittal (all types)*, etc.)
- Duration of Authorization
- Account Number(s) and Bill Description(s) for which you have authorization for
- Agency Contact Name, Phone No. and E-mail
- Signature of Authorization from Levying Agency
- Printed Name and Title of the Authorized Signee

***Original, Correction, Public Utility and Exemptions (if applicable)**

Send notification letter via:

- Mail: **County of Los Angeles
Auditor-Controller, Property Tax Services Division
Direct Assessment Processing Unit
500 W. Temple Street, Room 153
Los Angeles, CA 90012
Attn: Evelyn Ramirez**

OR

- E-mail: dainquiry@auditor.lacounty.gov.

Should you have any questions regarding this letter, please contact **Evelyn Ramirez** at **(213) 893-2344** or **Aquilla Ivery-Simmons** at **(213) 974-8573** or send an email to dainquiry@auditor.lacounty.gov.

SAMPLE NOTIFICATION LETTER OF AUTHORIZATION

Insert agency letterhead here

Date

County of Los Angeles
Auditor-Controller, Property Tax Services Division
Direct Assessment Processing Unit
Attn: Evelyn Ramirez

RE: NOTIFICATION LETTER OF AUTHORIZATION

Dear Ms. Ramirez,

Please let this letter serve as notification that our agency is authorizing *Consultant Agency Name* to sign on our behalf for the following Direct Assessment account(s) for Fiscal Year *####-##* and future years until you are notified otherwise:

Account #	Bill Description

Consultant Agency is authorized to sign the following documents/forms on our behalf:

- Billing Agreement
- Agency Information Sheet (AIS)
- Data Transmittal Form(s) (all types)
- DAWeb User Identification Form
- Bill Description Modification Form

If you have any questions about this authorization, please contact me at *(###) ###-####* or via e-mail at *e-mail address*.

Thank you,

John Smith
Finance Manager

1.0 SUBMISSION OF DATA

1.1 Submission of Data via DAWeb

The Auditor-Controller requires that all original input submission be made via DAWeb.

To have access granted to the DAWeb, please fill out and submit the **User Identification Form (see page 22)** immediately by sending an e-mail to dainquiry@auditor.lacounty.gov.

Please see the revised DAWeb Agency Manual and/or virtual tutorial on the DAWeb (<https://daweb.auditor.lacounty.gov>) for instructions on how to use the DAWeb Application website.

2.0 SUBMISSION OF CORRECTIONS

2.1 Corrections Made Before the Original Input Deadline

Please see the DAWeb Agency manual and/or virtual tutorial on the DAWeb (<https://daweb.auditor.lacounty.gov>) for instructions on how to submit Current Year Corrections during DA Roll Build-up Season by using the DAWeb Application website.

2.2 Corrections Made After the Original Input Deadline

Direct assessments that were processed to the Secured Tax Roll system and resulted in an incorrect assessment for a parcel **MAY** be corrected after the original input deadline. ***Roll Corrections for the Current Year that are received after the Direct Assessment Roll Build-Up Season WILL BE SUBJECT to a \$13 SERVICE CHARGE for each roll correction processed.***

The Auditor-Controller will accept corrections for current and prior year assessments to decrease or delete an incorrect assessment.

The Auditor-Controller will make corrections only upon receipt of a completed and properly signed Direct Assessment Correction Form (see page 4 for the **Current Year Correction Form Sample** and page 5 for the **Prior Year Correction Form Sample**). Please submit the Direct Assessment Correction Form immediately by e-mail to dainquiry@auditor.lacounty.gov.

The Auditor-Controller will provide confirmation that the assessments on specific parcels have been removed/adjusted if the agency makes a request. There will be an additional charge per assessment, per parcel/yr sequence plus processing fee.

NOTE: Additional charges will be based on FY 2024-25 Auditor-Controller Duplication Rates available in September 2024.

A. Current Year Corrections

Prepare the Current Year Direct Assessment Correction Form (see instructions on page 3). Current year corrections that are unpaid or partially paid will result in an adjusted tax bill. Adjusted tax bills are sent to the assessee of record. The Auditor-Controller does not issue refunds resulting from the cancellation and/or reduction of direct assessment charges. Any corrections to an assessment that are entitled to a refund will be returned to the agency as it is the agency's responsibility to refund taxpayers accordingly.

B. Prior Year Corrections

Prepare the Prior Year Direct Assessment Correction Form (see instructions on page 3). Prior year corrections that are unpaid will result in an adjusted delinquent tax bill. Adjusted tax bills are sent to the assessee of record. The Auditor-Controller does not issue refunds resulting from the cancellation and/or reduction of direct assessment charges. Any corrections to an assessment that are entitled to a refund will be returned to the agency as it is the agency's responsibility to refund taxpayers accordingly.

Correction Form Instructions

Letterhead - No Longer Required.

- 1 **Agency Name**
Enter the Agency Description.
- 2 **Account Number**
Enter the Agency Account Number.
- 3 **Authorization Number and Confirmation Date**
Leave blank. Auditor-Controller use only.
- 4 **Fiscal Year or Rate Year**
Enter the 4 digits of the roll year (e.g. if the DA is for the tax year 2024-25, enter "2024").
- 5 **Parcel Number**
Enter parcel number that will be corrected or billed on Secured Tax Roll. If Public Utility, please refer to **Section 3.1 Public Utility Parcel Conversion Procedure** on **page 7**.
- 6 **Year and Sequence No.**
Enter the Rate Year and "000" (e.g. if rate year is 2024, enter "2024000").
- 7 **Check Digit**
Refer to **Section 3.2 Check Digit Algorithm Calculation Procedure** on **page 9**.
- 8 **Original Amount**
Enter the prior amount posted.
- 9 **Corrected Amount**
Enter the new direct assessment amount to be posted to the Secured Tax Roll.
If deleting an assessment, enter "0".
- 10 **Prepared By**
Type or print the name of the person preparing the correction form.
- 11 **Telephone No.**
Enter the phone number of the person to be contacted if any problems occur.
- 12 **Authorized Name and Signature**
Type or print the name & title of the person authorizing the change and sign.
- 13 **Date**
The date the request was signed.
- 14 **Telephone No.**
Enter the phone number of the person authorizing the change.

Current Year Correction Form Sample

**COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER, PROPERTY TAX SERVICES DIVISION
DIRECT ASSESSMENT
CURRENT YEAR CORRECTION FORM**

AGENCY NAME: _____ (1)	FISCAL YEAR _____ (4)
ACCOUNT No.: _____ (2)	2024
AUTHORIZATION No.: _____ (3) <small>(AUDITOR USE ONLY)</small>	

	PARCEL NUMBER	YR & SEQ	CD	ORIGINAL AMOUNT	CORRECTED AMOUNT	CONFIRMATION DATE <small>(AUDITOR USE ONLY)</small>
1	0000-000-000	2024-000	(7)	(8)	(9)	(3)
2	(5)	(6)				
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

PREPARED BY: _____ (10) <small>PRINT NAME</small>	PHONE No.: _____ (11)
I hereby authorize the above Direct Assessment Roll Corrections.	
AUTHORIZED SIGNATURE: _____ (12)	DATE: _____ (13)
AUTHORIZED NAME: _____ (12) <small>PRINT NAME & TITLE</small>	PHONE No.: _____ (14)

Please fill out and submit the form immediately by e-mail to dainquiry@auditor.lacounty.gov.

2.0 SUBMISSION OF CORRECTIONS

C. Corrections Due to Foreclosure

When submitting corrections due to foreclosure, the agency should follow the procedures on **page 2, Section 2.2 Corrections Made After the Original Input Deadline**. Indicate "**FOR FORECLOSURE**" on the form to the left of the account number.

D. Corrections Due to Property Acquired by a Public Agency

All direct assessments placed on property that is subsequently acquired by a public agency will be pro-rated from the date of acquisition forward.

E. Corrections Processing Cut-Off Dates

To ensure corrections are processed during the current fiscal year, Direct Assessment Correction Forms must be received no later than **May 1st**. Correction processing resumes in **August** of the following tax year. Please note that current unpaid parcels will roll onto the Secured Defaulted Tax Roll.

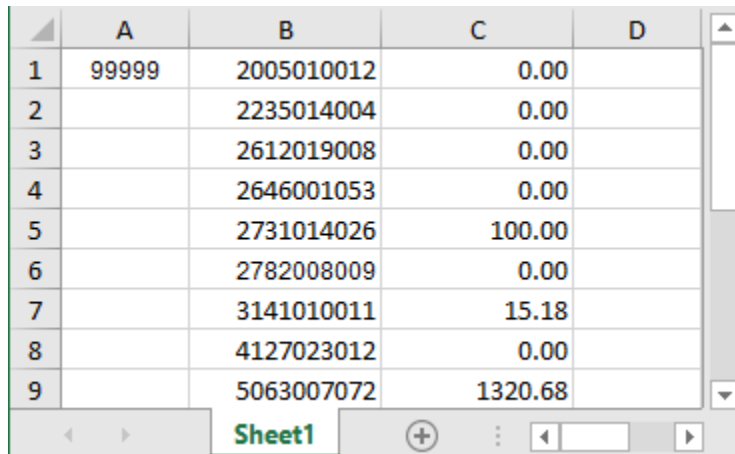
F. Corrections for 16 or more Parcels

When submitting a Current Year Direct Assessment Correction Form with 16 or more parcels, your agency is **required** to send the Excel spreadsheet file along with your fully completed and signed Current Year Direct Assessment Correction Form.

16 or More Parcels Instructions and Excel Sample

Enter the fields in the following format:

- Column **A – Agency Number** – enter one occurrence in cell A1 only (set to Text Format).
- Column **B – Parcel Number** – 10 digits only (**no spaces, dashes, or letters**). Should reflect and be in sequence with the correction form.
- Column **C – Correction Amount** – Enter the new direct assessment amount to be posted to the Secured Tax Roll. Should reflect and be in sequence with the correction form.



	A	B	C	D
1	99999	2005010012	0.00	
2		2235014004	0.00	
3		2612019008	0.00	
4		2646001053	0.00	
5		2731014026	100.00	
6		2782008009	0.00	
7		3141010011	15.18	
8		4127023012	0.00	
9		5063007072	1320.68	

NOTE: Do not add additional tabs and please save as file type **Excel 97-2003 Workbook (*.xls)**.

3.0 DA PUBLIC UTILITY AND CHECK DIGIT PROCEDURES

3.1 Public Utility Parcel Conversion Procedure

The conversion of State Board Equalization (SBE) parcel to the LA County parcel is based on the identification of property type as Unitary and Nonunitary properties (Nonunitary Railway Transportation, Operating Nonunitary and Nonoperating Nonunitary). The LA County parcel consists of 10-digit numbers. Please follow the instructions and refer to the link below for reference:

[State Board of Equalization Property and Special Taxes Department](#)

1. If the public utility property is other than a railroad company and the property type is identified as **UNITARY** and **OPERATING NONUNITARY**, then convert to LA County parcel number as follows:

Example: Public Utility Name: Southern California Gas Company
 Company Number: 0149
 SBE TRA: 000001
 LA County TRA: 00001

<u>Digits</u>	<u>Total digits (10)</u>	<u>Content</u>
1	1	9 (First prefix of the map book)
2-5	4	Utility Company Number
6-10	5	00001 (Convert SBE TRA to LA County TRA)

<u>Prefix of Map Book</u>	<u>Utility Company Number</u>	<u>LA County Tax Rate Area</u>
9	0149	00001

County Parcel Number: 901-490-0001

2. If the public utility property is a railroad company and the property type is identified as **UNITARY**, then convert to LA County parcel number as follows:

Example: Public Utility Name: Union Pacific Railroad Company
 Company Number: 0843
 SBE TRA: 000002
 LA County TRA: 00003

<u>Digits</u>	<u>Total digits (10)</u>	<u>Content</u>
1	1	9 (First prefix of the map book)
2-5	4	Utility Company Number
6-10	5	(Convert SBE TRA to LA County TRA)

<u>Prefix of Map Book</u>	<u>Utility Company Number</u>	<u>LA County Tax Rate Area</u>
9	0843	00003

County Parcel Number: 908-430-0003

3.0 DA PUBLIC UTILITY AND CHECK DIGIT PROCEDURES

3. If the public utility property is identified as **NONOPERATING NONUNITARY** and **NONUNITARY RAIL TRANSPORTATION CO.**, then convert to LA County parcel number as follows:

Example:

Public Utility Name: AT & T California
 Company Number: 0279
 SBE TRA: Various SBE TRAs
 LA County TRA: Various LA County TRAs

<u>Digits</u>	<u>Total digits (10)</u>	<u>Content</u>
1	1	9 (First prefix of the map book)
2-5	4	Utility Company Number
6-10	5	(Convert SBE TRA to LA County TRA)

<u>Prefix of Map Book</u>	<u>Utility Company Number</u>	<u>LA County Tax Rate Area</u>
9	0279	03801

County Parcel Number: 902-790-3801

4. If the public utility is an electric company and the property type is identified under Qualified Section 100.95 (see link below), then convert to LA County parcel number as follows:

[Qualified Section 100.95 - Electric Property](#)

Example:

Public Utility Name: Southern California Edison
 Company Number: 0148
 SBE TRA: 000095
 LA County TRA: 90000

<u>Digits</u>	<u>Total digits (10)</u>	<u>Content</u>
1	1	9 (First prefix of the map book)
2-5	4	Utility Company Number
6-10	5	(Convert SBE TRA to LA County TRA)

<u>Prefix of Map Book</u>	<u>Utility Company Number</u>	<u>LA County Tax Rate Area</u>
9	0148	90000

County Parcel Number: 901-489-0000

3.2 Check Digit Algorithm Calculation Procedure

The Check Digit is a form of parcel number validation. The calculated check digit number is arrived at by using the following algorithm:

- a. List your parcel number. **2 0 2 0 4 1 8 0 3 7**
- b. Start with the first digit of the parcel number **step a** and multiply every other digit by 2.

2	2	4	8	3
4	4	8	16	6

- c. Sum the resulting totals from **step b**. If the answer in step b contains two digits, add the number individually to get one number (e.g. 16 would be 1+6)

$$4 + 4 + 8 + 1 + 6 + 6 = 29$$

- d. Go back to parcel number starting with **step a** and add every other number starting with the second digit from parcel number.

$$0 + 0 + 1 + 0 + 7 = 8$$

- e. Add the total result from **step c** to the total result from **step d**.

$$\begin{array}{r} \text{Total} = \quad 29 \\ \quad \quad \quad + 8 \\ \hline \quad \quad \quad 37 \end{array}$$

NOTE: If the last digit calculated in step e is zero, check digit is zero.

- f. Subtract the last digit of the total in **step e** from 10.

$$10 - 7 = 3$$

The end result is the check digit = 3.

4.1 DA Exception Report: Description and Sample

The Direct Assessment Exception Report is a control report provided to the taxing agency by the Auditor-Controller after each update during DA Roll Build-Up. It lists the direct assessment transactions rejected during Secured Tax Roll processing. This report is to be used by the agency as a source document when making corrections. The report(s) are readily accessible as a link in the DAWeb **INBOX** under the **Reports** column and on the **Help Menu** (login page or help link) by clicking the **DA Exception Report**.

Description:

- 1 **Report Heading**
The report heading consists of: (1) the page number; (2) the report name; (3) the agency account number; and (4) the report preparation date.
- 2 **Agency Number**
Agency's assigned account number.
- 3 **Batch Number**
The batch number assigned to the agency's direct assessment transactions.
- 4 **Parcel Number**
The Assessor's identification number.
- 5 **Check Digit**
A calculated number used internally by the Auditor-Controller.
- 6 **Year**
Secured Tax Roll year to which the direct assessments tried to post.
- 7 **Sequence Number**
The number that identifies what segment of a parcel is to be processed.
- 8 **Recycle Line Number**
The number used to locate an error transaction during the correction process used internally by the Auditor-Controller.
- 9 **Authorization Number**
Assigned by the Auditor-Controller, used internally.
- 10 **Reason & Origin**
Codes assigned/used internally by the Auditor-Controller.
- 11 **Direct Assessment Amount**
The direct assessment levy amount charge.
- 12 **Hash Amount**
Total amount of direct assessments in the transaction.
- 13 **Error Codes**
The code that indicates the reason a transaction has been rejected.

4.0 DA EXCEPTION REPORT

14 Total Parcel Count
The total number of direct assessment transactions listed.

15 Description of Common Error Codes
A key used to explain the most common error codes.

DIRECT ASSESSMENT EXCEPTION REPORT SAMPLE

1

PAGE 1 PREPARED DATE: 04/19/23
PGM: EXCEPT

DIRECT ASSESSMENT EXCEPTION REPORT FOR ACCOUNT NUMBER-00167

2	3	4	5	6	7	8	9	10	11	12	13
ACCT NUM	BATCH NUMBER	PARCEL NUM	C D	YR	SEQ	RECYCLE LINE NUMBER	AUTH #	REASON ORIGIN	DA AMOUNT	HASH TOTAL	ERROR CODES
00167	I00167	2826003053	8	2022	000	26400000022	000153	LC	0000004375762	00000004375762	220
		2826003054	7	2022	000	26400000023	000153	LC	0000011888691	00000011888691	220
		2826175002	6	2022	000	26400000027	000153	LC	0000000238140	00000000238140	220
		2826182058	5	2022	000	26400000035	000153	LC	0000000119070	00000000119070	220
TOTAL PARCEL COUNT =			4								

14

15

DESCRIPTION OF COMMON ERROR CODES
 (1) 220 AND 240 - PARCEL DOES NOT EXIST ON THE SECURED TAX ROLL
 (2) 280 - EXEMPTIONS ARE GREATER THAN VALUES
 *** FOR ALL OTHER ERROR CODES REFER TO THE DIRECT ASSESSMENT SUBMISSION PROCEDURES MANUAL ***

STR Error Codes for DA Transactions

220	Parcel is not active on the database
240	Parcel for particular year and sequence is not active on the database
280	Exemptions are greater than values

NOTE: The error codes “220” and “240” often occur because agencies submit direct assessments on parcels that have undergone a parcel change or on non-billable parcels. A primary example of a non-billable parcel would be a Common Area parcel. Common Area generally occurs within condominium projects and planned neighborhood projects. The assessed value on Common Area parcels are set low (\$9) so that a tax bill will not be issued. To minimize these errors, it is suggested that each agency identifies and omits assessments for non-billable parcels. It is recommended that the charges be allocated to parcels adjoining the Common Area parcels.

5.0 DA ON PARCELS UNDERGOING PARCEL CHANGE

5.1 Parcel Change Current Year Processing

If the Parcel Change occurs during the current Roll Year, there are two options available:

- OPTION 1** Allocate existing direct assessment amounts to new billable parcel(s). This option will automatically divide the amount of direct assessment levied on old parcel (parcel undergoing change) equally to new billable parcel(s) being created and placed equally divided amount(s) on new parcel(s).
- OPTION 2** Drop the assessments from the roll. When new parcel(s) replace old parcel direct assessment will be deleted. It will be the sole responsibility of the taxing agency to directly bill the party liable for any direct assessments dropped from the roll.

Indicate on the AIS (see page 15) the option you select for each direct assessment account.

The Auditor-Controller may refund paid direct assessments for properties undergoing Parcel Change for the current Roll Year during the current Roll Year.

E.g. Parcel Change in the 2024-25 fiscal year affects the tax bill for that same year (fiscal year 2024-25).

The Los Angeles County Assessor has developed an automated methodology for managing direct assessments for properties undergoing a "Parcel Change." "Parcel Change" is the term that describes the process which takes place when a change in the legal description of a parcel results in it changing into one or more new parcels, or many parcels into one parcel.

Under both Option 1 and Option 2, Direct Assessments for parcels undergoing a parcel change will be dropped from the tax roll under the following conditions:

- After pro-ration, any unpaid portion of Direct Assessments levied on parcels undergoing a parcel change due to an acquisition of the property by a public entity.
- Direct Assessments for parcels undergoing a multiple parcel change. Multiple parcel change is defined as a parcel being divided into more than 4 parcels.
- When a parcel undergoes a parcel change, if the new parcel is billed on the Unsecured tax roll due to a change in ownership, the DA amounts are dropped. The Auditor-Controller will provide agencies with a report of DA amounts that are dropped in this situation.

AGENCY REPORTS

Report of Direct Assessment Activity (see page 14, FIG 5.1)

This non-accumulated report identifies direct assessments on parcels that have undergone a Parcel Change and is available after each parcel change update. The parcel change system updates approximately once per week from September to June.

1. If **Option 1** has been selected by the agency, the report will indicate by direct assessment account number the old and new parcel numbers, the direct assessment amount on the old parcel at the time of parcel change, and the amount allocated to the new parcels.
2. If **Option 2** has been selected by the agency, the report will indicate by agency account number the old parcel number, the direct assessment amount on the old parcel at the time of parcel change, and the amount dropped from the roll.

5.2 Parcel Change Prior Year Processing

If the Parcel Change occurs for a prior Roll Year (e.g. Parcel Change for 2023-24 fiscal year made during 2024-25 fiscal year), the direct assessments will be handled as follows:

1. If the direct assessment was fully paid on the old parcel when the Parcel Change occurred, regardless of whether the parcel was current or delinquent, the full amount of the direct assessments will remain on the old parcel and will not be dropped from the Tax Roll.
2. If any portion of the direct assessment remained unpaid when the parcel change occurred, the unpaid amount of the direct assessment will be dropped from the Tax Roll. Collection will be the responsibility of the taxing agency.

AGENCY REPORTS

Report of Delinquent Parcel Activity (see page, FIG 5.2)

This report is available by direct assessment account number and includes a list of the old parcels for which taxes were not paid timely and were subject to being dropped from the Tax Roll. In addition, the report provides a list of the old parcels.

NOTE: Report of Direct Assessment Activity (see page 14, FIG 5.1) and Report of Delinquent Parcel Activity (see page, FIG 5.2) are only available upon request on an annual basis.

All requests for reports must be sent by e-mail to dainquiry@auditor.lacounty.gov.

NOTE: Any mapping questions regarding parcel changes should be directed to the Office of the Assessor, Mapping and GIS Services at (213) 974-7352.

5.0 DA ON PARCELS UNDERGOING PARCEL CHANGE

5.3 Parcel Change Agency Reports Samples

FIG 5.1 – REPORT OF DIRECT ASSESSMENT ACTIVITY

ASEP0815 DATE 09/26/21

REPORT OF DIRECT ASSESSMENT ACTIVITY FOR AGENCY: LVUSD MEASURE E ACCT NO: 881.60

THIS SECTION OF THE REPORT LISTS PARCELS UNDERGOING A PARCEL CHANGE FOR WHICH DIRECT ASSESSMENTS HAVE BEEN REAPPLIED TO THE NEW PARCEL(S) (OPTION1) OR DROPPED FROM THE TAX ROLL (OPTION 2).

AN "*" TO THE LEFT OF A NEW PARCEL INDICATES THAT A MULTIPLE PARCEL CHANGE OCCURRED. DIRECT ASSESSMENTS CANNOT BE REAPPLIED TO THE NEW PARCELS. THESE DIRECT ASSESSMENTS HAVE BEEN DROPPED FROM THE TAX ROLL.

FOR FISCAL YEAR 2021-22

LEGEND	PARCEL	YR	SEQ	D.A. AMT	LEGEND	PARCEL	YR	SEQ	D.A. AMT
OLD	2049-024-015	2	21	98.00	NEW	2049-024-029	6	21 000	98.00
PACKAGE TOTAL D.A. AMT:		OLD PCL	1	98.00	NEW PCL	1			98.00
OLD	2049-023-036	9	21	98.00	NEW *	2049-023-039	6	21 000	.00
NEW	* 2049-023-040	3	21	.00		- -			
PACKAGE TOTAL D.A. AMT:		OLD PCL	1	98.00	NEW PCL	2			.00
OLD	2069-019-049	7	21	98.00	NEW	2069-019-086	1	21 000	98.00
PACKAGE TOTAL D.A. AMT:		OLD PCL	1	98.00	NEW PCL	1			98.00
OLD	2052-003-032	9	21	98.00	NEW	2052-003-033	8	21 000	98.00
PACKAGE TOTAL D.A. AMT:		OLD PCL	1	98.00	NEW PCL	1			98.00
AGENCY TOTAL D.A. AMT:		OLD	392.00		NEW			294.00	

FIG 5.2 – REPORT OF DELINQUENT PARCEL ACTIVITY FOR AGENCY

ASEP0876 DATE 09/26/21

REPORT OF DELINQUENT PARCEL ACTIVITY FOR AGENCY: LACITY PARK DIST ACCT NO: 188.50

THIS REPORT LISTS PARCELS UNDERGOING A PARCEL CHANGE WHICH WERE NOT PAID TIMELY (IN THE TAX YEAR ENROLLED) AND WERE SUBSEQUENTLY PLACED ON THE DELINQUENT TAX ROLL. IF ANY PORTION OF THE TAXES REMAINED UNPAID WHEN THE PARCEL CHANGE OCCURED, THE FULL AMOUNT OF THE DIRECT ASSESSMENT, BOTH PAID AND UNPAID, HAVE BEEN DROPPED FROM THE TAX ROLL. COLLECTION OF THE DIRECT ASSESSMENT IS THE RESPONSIBILITY OF THE TAXING AGENCY.

FOR FISCAL YEAR 2021-2022

OLD PARCEL(S)	YEAR(S) ON REDEMPTION	NEW PARCEL(S)
5458-002-005	20 000	5458-002-900
PACKAGE TOTAL:		OLD PARCELS 1 NEW PARCELS 1

6.0 APPENDICES

6.1 Agency Information Sheet

Please see the DAWeb Agency Manual on the DAWeb site (<https://daweb.auditor.lacounty.gov>) for instructions on how to submit the **AIS** using the DAWeb Application website.

6.2 Resolution/Ordinance

If the governing body of the agency decides to make use of the tax roll for collection, the agency may then request the County Auditor-Controller to place the direct assessment on the tax roll. In order for the County Auditor-Controller to place the direct assessment on the current tax roll, the Resolution or Ordinance should make clear or indicate the following:

1. The direct assessment is authorized to exist and be collected based on state law. The resolution or ordinance should indicate the applicable state law that provides this authorization.
2. The agency is requesting the County Auditor-Controller to collect the direct assessment in the same manner and time as County taxes.
3. The agency directs the County Auditor-Controller to place the direct assessment charges onto the current tax roll. Depending on the applicable State Law, the Resolution or Ordinance may be static or may need to be reestablished or renewed each year. Each year's tax roll is unique and separate from previous and subsequent tax years.

III. ACCOUNTING SERVICES

The Los Angeles County Auditor-Controller has available a report of direct assessments levied for the tax year by parcel and will be provided to *[Name of your Agency]*. Accounting Services beyond this will be considered extended services and will be subject to additional charges and fees.

IV. MODIFICATION OF COLLECTION FEES AND CHARGES

The Los Angeles County Auditor-Controller reserves the right to increase or decrease any charges herein provided, in proportion to any changes in costs incurred by the Auditor-Controller in providing the services described herein, provided that written notice of any increase or decrease in charges is given to *[Name of your Agency]*.

V. AUTHORITY FOR LEVY AND COMPLIANCE WITH LAW

The authority for such levy, (i.e. resolution, ordinance or election), shall accompany requests for the levy of direct assessments. *[Name of your Agency]* warrants that the taxes, fees, or assessments imposed by *[Name of your Agency]* and collected pursuant to this Agreement comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218).

[Name of your Agency] hereby releases and forever discharges Los Angeles County and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of *[Name of your Agency]* responsibility under this agreement or other action taken by *[Name of your Agency]* in establishing a special tax, fee, or assessment and implementing collection of special taxes, fees, or assessments as contemplated in this agreement.

[Name of your Agency] agrees to and shall defend, indemnify and hold harmless Los Angeles County and its officers, agents and employees (“indemnified parties”) from any and all claims, demands, liabilities, costs and expenses, damages, causes of action and judgments, in any manner arising out of any of *[Name of your Agency]* responsibility under this agreement, or other action taken by *[Name of your Agency]* in establishing a special tax, fee, or assessment and implementing collection of special taxes, fees, or assessments as contemplated in this agreement.

[Name of your Agency] agrees that Los Angeles County may offset the amount of any claims, demands, liabilities, costs and expenses, damages, causes of action and judgments, in any manner arising out of any of *[Name of your Agency]* responsibility under this agreement, or other action taken by *[Name of your Agency]* in establishing a special tax, fee, or assessment and implementing collection of special taxes, fees, or assessments as contemplated in this agreement incurred or paid by Los Angeles County or by any indemnified party, from any monies collected by Los Angeles County on *[Name of your Agency]* behalf, including property taxes, special taxes, fees, or assessments. Los Angeles County may, but is not required to, notify *[Name of your Agency]* of its intent to implement any offset authorized by this paragraph.

VI. TERMS OF AGREEMENT

All existing agreements between Los Angeles County Auditor-Controller and *[Name of your Agency]* pertaining to the collection of direct assessments shall be terminated upon the execution of this agreement. This agreement shall continue from year to year and shall be subject to cancellation by either party by giving a thirty-day written notice to the other party of cancellation.

VII. COUNTERPARTS AND ELECTRONIC SIGNATURES AND REPRESENTATIONS

This agreement may be executed in two or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same agreement. The facsimile, email or electronic signature of the parties will be deemed to constitute original signatures, and facsimile or electronic copies hereof will be deemed to constitute duplicate originals.

The Los Angeles County Auditor-Controller and the *[Name of your Agency]* hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on records required by the Los Angeles County Auditor-Controller for providing the services described herein (e.g., i.e. resolution, ordinance, election records, agency information sheet, or data transmittal) and received via communications facilities (facsimile, email or electronic signature), as legally sufficient evidence that such legally binding signatures have been affixed to agreement.

AUTHORIZED SIGNEE:

- Director of Finance Manager Authorized Consulting Agent
- Other (please specify Title): _____

Authorized Signature: _____ Date: _____

Authorized Name: _____
PRINT NAME

For Auditor-Controller Use Only

Approved Signature: _____ Date: _____
SECTION MANAGER

Approved Name: _____
PRINT NAME

6.0 APPENDICES

6.4 Special Tax Levied/Paid Report - Original Charge Instructions and Sample

To view the **Secured Master – Original levied and/or paid by DA account**, please go to the **Secured Master Tab** at the website below:

<https://auditor.lacounty.gov>

NOTE: Only the current and one prior fiscal years' reports are available on the website. For any other fiscal years, please send request via e-mail to dainquiry@auditor.lacounty.gov. There will be an additional charge.

1. Click **Property Tax** (near top of page).
2. Go to **Direct Assessment** (click link).
3. Select **DA Payment – Secured Master** tab.
4. Select Fiscal Year **Current** or **Prior Year**.
5. Select the Paid Run **Original Charge, 1st Paid, 2nd Paid, 3rd Paid** or **Final Paid**.
6. Type **DA account number** with any leading zeros but with no decimal point.
7. Click **Submit**.
8. When search is complete, click **Download**.
9. Choose **Open** or **Save**.
10. Open file.

FIG. 6.1 - SPECIAL TAX LEVIED/PAID REPORT – ORIGINAL CHARGE

AUDITOR	DAPYMT	10.00	.00	8291040007	10.00	.00	
		SPECIAL TAX LEVIED/PAID BY ACCOUNT NUMBER				PREPARED 01/20/2011	PA
		2010-2011 ORIGINAL CHARGE					
AGENCY 35071	PARCEL	TAX LEVIED	TAX PAID	PARCEL	TAX LEVIED	TAX PAID	
	8291040009	10.00	.00	8291040010	23.10	.00	
	8291040012	10.00	.00	8291040013	10.00	.00	
	8291040014	10.00	.00	8291040015	12.40	.00	
	8291040016	17.70	.00	8291040017	17.40	.00	
	8291040018	10.00	.00	8291040019	10.00	.00	
	8291040020	10.00	.00	8291040021	10.00	.00	
	8291041001	14.90	.00	8291041002	10.00	.00	
	8291041003	10.00	.00	8291041004	10.00	.00	
	8291041005	10.00	.00	8291041006	10.00	.00	
	8291041007	10.00	.00	8291041008	10.00	.00	
	8291041009	10.00	.00	8291041010	10.00	.00	
	8291041011	10.00	.00	8291041012	10.00	.00	
	8291041013	10.00	.00	8291041014	10.00	.00	
	8291041015	10.00	.00	8291041016	10.00	.00	
	8291041017	10.00	.00	8291041018	10.00	.00	
	8291041019	10.00	.00	8291041020	10.00	.00	
	8291041021	10.00	.00	8291041022	10.00	.00	
	8291041023	10.00	.00	8291042001	10.00	.00	
	8291042002	10.00	.00	8291042003	10.00	.00	

FIG. 6.2 - SPECIAL TAX LEVIED/PAID REPORT – 1ST PAID

AUDITOR	DAPYMT	SPECIAL TAX LEVIED/PAID BY ACCOUNT NUMBER				PREPARED 02/14/2011	PAGE
		2010-2011 1 ST PAID					
AGENCY 35071	PARCEL	TAX LEVIED	TAX PAID	PARCEL	TAX LEVIED	TAX PAID	
	8291042022	10.00	5.00	8291042023	10.00	5.00	
	8291043001	10.00	5.00	8291043002	10.00	.00	
	8291043003	10.00	5.00	8291043004	10.00	5.00	
	8291043005	10.00	5.00	8291043006	10.00	5.00	
	8291043007	10.00	5.00	8291043008	10.00	10.00	
	8291043009	10.00	5.00	8291043010	10.00	10.00	
	8291043011	10.00	10.00	8291043012	10.00	5.00	
	8291043013	10.00	5.00	8291043014	10.00	5.00	
	8291043015	10.00	5.00	9010100001	571.70	285.85	
	9014800001	13,014.30	6,507.15	9014900001	2,051.30	1,025.65	
	9020100001	461.50	230.75	9027900001	309.90	154.95	
	9080400003	11,622.20	5,811.10	9084300003	13,038.30	6,519.15	
	911002143	10.00	5.00	9227400001	27.50	13.75	
	9253200001	40.00	20.00	9260600001	40.10	20.05	
	9272000001	30.40	30.40	9274800001	50.00	25.00	
	9775700001	20.00	10.00				
AGENCY TOTAL					3,273,070.13	1,793,774.58	
AGENCY PARCEL COUNT					308,279		

6.0 APPENDICES

6.5 Special Tax Levied/Paid Report Instructions and Sample

To view the status of **Direct Assessment** payments/defaults by **DA accounts**, please go to the **Secured Defaulted** tab at the website below:

<https://auditor.lacounty.gov>

NOTE: Only the current and one prior fiscal years' reports are available on the website. For any other fiscal years, please send request via e-mail to dainquiry@auditor.lacounty.gov. There will be an additional charge.

1. Click **Property Tax** (near top of page).
2. Go to **Direct Assessment** (click link).
3. Select **DA Payment –Secured Defaulted** tab.
4. Select Fiscal Year **Current** or **Prior Year**.
5. Select the Paid Run **Original Charge, 1st Paid, 2nd Paid, 3rd Paid** or **Final Paid**. This is a cumulative report.
6. Type **DA account number** with any leading zeros but with no decimal point.
7. Click **Submit**.
8. When search is complete, click **Download**.
9. Choose **Open or Save**.
10. Open file.

FIG. 6.3 - SPECIAL DEFAULTED TAX LEVIED/PAID REPORT – 1ST QTR REDEMPTION

PAGE 45063		SPECIAL DEFAULTED TAX LEVIED/PAID BY ACCOUNT NUMBER 2010-2011 1ST QUARTER REDEMPTION					RUN DATE: 11/15/2010 PRGM ID: DA100000	
AGENCY	35071							
PARCEL NO	ROLLYR	SEQNO	TAX DUE	TAX PAID	SECPDUE	SECPPD	REDPDUE	REDPENPD
8291016016	2009	000	.01	.01	.00	.00	.00	.00
8291017012	2009	000	5.00	5.00	.50	.50	.08	.08
8291020014	2009	000	10.00	.00	1.00	.00	.00	.00
8291022006	2006	000	4.99	4.99	.50	.50	1.49	1.49
8291022010	2007	000	10.00	9.78	1.00	1.00	1.20	1.20
8291026019	2008	000	4.99	.00	.50	.00	.00	.00
8291026038	2009	000	4.99	4.99	.50	.50	.30	.30
8291026036	2008	000	5.49	5.49	.50	.50	.33	.33
8291026006	2009	000	10.00	.00	1.00	.00	.00	.00
8291026012	2009	000	4.99	.00	.50	.00	.00	.00
8291031039	2009	000	10.00	10.00	1.00	1.00	.30	.30
8291032008	2009	000	4.99	.00	.50	.00	.00	.00
8291038004	2003	000	10.00	5.88	1.00	1.00	10.51	10.51
	2004	000	10.00	.00	1.00	.00	8.70	8.70
	2005	000	10.00	.00	.99	.99	6.85	6.85
	2006	000	10.00	.00	1.01	1.01	5.14	5.14
	2007	000	10.00	.00	.99	.99	3.27	3.27
8291043002	2009	000	10.00	.00	1.00	.00	.00	.00
8291043004	2009	000	4.99	.00	.50	.00	.00	.00
8291043015	2009	000	4.99	.39	.50	.50	.23	.23
9084300818	2003	000	209.72	.00	20.98	.00	.00	.00
9084301048	2000	000	382.43	307.10	1.00	.00	.00	.00
9084303507	1997	000	1.89	.00	.19	.00	.00	.00
9084307294	1994	000	15.76	.00	1.58	.00	.00	.00
9084307349	1997	000	60.28	79.86	.00	.00	.00	.00
9084307947	1997	000	2.27	.00	.23	.00	.00	.00
*TOTAL AGENCY NO	35071		303,831.58	79,666.12	29,750.88	11,216.49	25,441.50	22,110.85

6.6

Property Data Sales Information

For detailed information and/or to purchase Assessor's Data such as Local Roll, Tax Parcel Base Map, etc. please go to the Office of the Assessor's website at <https://assessor.lacounty.gov> (under Property Information, Data for Sale & Recent Sales) or contact the following:

Los Angeles County Assessor
Information Technology Division
Property Data Sales
500 West Temple Street, Room #291
Los Angeles, CA 90012-2770

Phone #: (213) 974-3363
Days: Monday through Friday (except Holidays)
Hours: 8:00 am to 5:00 pm PST
E-mail: datasales@assessor.lacounty.gov

7.1

User Identification Form

**COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER, PROPERTY TAX SERVICES DIVISION
DIRECT ASSESSMENT (DA) WEB ACCESS
USER IDENTIFICATION FORM**

1. USER REQUEST INDICATOR:

<input type="checkbox"/> NEW USER (1)	<input type="checkbox"/> ACCOUNT MODIFICATION(S) (2) <input type="checkbox"/> ADD <input type="checkbox"/> DEACTIVATE	<input type="checkbox"/> CANCELLATION (3)
Complete parts 2 thru 4	Add Acct(s) - Complete parts 2 thru 4 Deactivate Acct(s) - Complete parts 2, 3A and 4	Complete parts 2 thru 4

2. USER INFORMATION:

FIRST NAME	LAST NAME
USER NAME (4) <small>(25 CHARACTERS OR LESS - MAY BE ALPHA AND/OR NUMERIC)</small>	E-MAIL ADDRESS

3. DA AGENCY INFORMATION (5):

_____ **CITY NAME**

A. Agency #	B. Agency Description	C. Bill Description <small>(16 CHARACTERS OR LESS)</small>

4. AUTHORIZED SIGNEE:

- Director of Finance Manager Authorized Consulting Agent
 Other (please specify Title): _____

Authorized Signature: _____ **Date:** _____

Authorized Name: _____ **Phone No:** _____
PRINT NAME

NOTE:

- (1) **'NEW USER'** - For brand new user who has never had DAWeb access. Also, you will be able to choose a password the first time you log onto the DAWeb.
- (2) **'MODIFICATIONS'** - for users who already have DAWeb access and would like to either add or de-activate their DA Account(s).
- (3) **'CANCELLATION'** - for users who would like to completely cancel their DAWeb access.
- (4) You will only need one User Name for all accounts. If your agency has more than one user, please submit an additional form for each user.
- (5) If you have more than one account, please list them all in numerical order and use the additional form if necessary.

Please fill out and submit the form immediately by e-mail to dainquiry@auditor.lacounty.gov.

ADDITIONAL FORM FOR DIRECT ASSESSMENT INFORMATION

A. Agency #	B. Agency Description	C. Bill Description <small>(16 CHARACTERS OR LESS)</small>

Please fill out and submit the form immediately by e-mail to dainquiry@auditor.lacounty.gov.

7.0 FORMS

7.2

Bill Description Modification Form

**COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER, PROPERTY TAX SERVICES DIVISION
DIRECT ASSESSMENT (DA)
BILL DESCRIPTION MODIFICATION FORM**

Request form should be submitted by **July 15th**. After this date, the Auditor-Controller will not change the Bill Description until the following Fiscal Year.

1. SIXTEEN CHARACTER BILL DESCRIPTION:

Agency #	Current Bill Description	New Bill Description

2. AUTHORIZED SIGNEE:

- Director of Finance Manager Authorized Consulting Agent
- Other (please specify Title): _____

Authorized Signature: _____

Authorized Name: _____
PRINT NAME

Phone Number: _____

Date: _____

Please fill out and submit the form immediately by e-mail to dainquiry@auditor.lacounty.gov.