



# TREASURER-TAX COLLECTOR SAN DIEGO COUNTY

[sdttc.com](http://sdttc.com)

Dan McAllister  
Treasurer-Tax Collector



## Option 3

# CHECK PAYMENT INSTRUCTIONS

## For Property Tax Payment

**MAKE CHECK PAYABLE TO:** SDTTC

**MAIL PAYMENT TO:** San Diego County Treasurer-Tax Collector  
ATTN: Financial Division / SRM Processor  
1600 Pacific Highway, Room 162  
San Diego, CA 92101

### Property Tax Bill List and Payment submission instructions:

- 1) **Need Instructions for submitting the spreadsheet?** Visit Online at [www.sdttc.com/content/ttc/en/tax-collection/secured-property-taxes/bulk-tax-payments.html](http://www.sdttc.com/content/ttc/en/tax-collection/secured-property-taxes/bulk-tax-payments.html) or send a request to [payment.processing@sdcounty.ca.gov](mailto:payment.processing@sdcounty.ca.gov) or call (619) 531-4726 and a pre-formatted Excel spreadsheet with instructions will be emailed to you.
- 2) **Is your spreadsheet completed?** Send the Excel spreadsheet to [payment.processing@sdcounty.ca.gov](mailto:payment.processing@sdcounty.ca.gov). Reference your company name and amount being paid in the subject line of your email to avoid processing delays. **Do not mail payment stubs for tax bills appearing in the Attachment D listing.**
- 3) **When is payment and the spreadsheet due?** Complete the bottom portion of this form and email it along with the Excel spreadsheet listing the property tax bills being paid to [payment.processing@sdcounty.ca.gov](mailto:payment.processing@sdcounty.ca.gov) by **April 2, 2024**.
- 4) **Want to avoid penalties?** Act early! Funds must settle in the county's bank account on or before the delinquent date of **April 10, 2024** to avoid penalties. **Funds may take 3 to 5 days to settle into the county's bank account.**

### ALL INFORMATION REQUESTED BELOW MUST BE PROVIDED TO ENSURE TIMELY PROCESSING

Send to: [payment.processing@sdcounty.ca.gov](mailto:payment.processing@sdcounty.ca.gov) or fax to (619) 685-2404

Credit Date:		Contact Name:	
Credit Amount:		Phone Number:	
Number of Bills:		Contact Email:	
Authorized Signature:		<p><i>* Wells Fargo is no longer our bank *</i>  <i>* Payments sent to Wells Fargo will result in penalties/fees *</i></p>	
Print Name:			

### ANY REFUND OR OVERPAYMENT SHOULD BE SENT TO:

Company Name:	
Attention:	
Address:	Number & street: _____
	City: _____ State: _____ Zip: _____
Email:	

Please **SAVE** this PDF and email as an attachment to:  
[payment.processing@sdcounty.ca.gov](mailto:payment.processing@sdcounty.ca.gov)