



TREASURER-TAX COLLECTOR SAN DIEGO COUNTY

www.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?** Send a request to PAYMENT.PROCESSING@SDCOUNTY.CA.GOV or call (619) 531-5809 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. 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 on 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 by **Dec. 3, 2021**.
- 4) **Want to avoid penalties?** Act early! **Submit early and follow the instructions for completing the spreadsheet to avoid delays and penalties.** Both the Attachment D listing of the property tax bills being paid and the payment must be received before the delinquent date of **Dec. 10, 2021** to avoid penalties.

ALL INFORMATION REQUESTED BELOW MUST BE PROVIDED TO ENSURE TIMELY PROCESSING

Send to: PAYMENT.PROCESSING@SDCOUNTY.CA.GOV or fax to (619) 685-2404

Credit Date: _____

Contact Name: _____

Credit Amount: \$ _____

Phone No.: _____

Number of Bills: _____

Contact Email: _____

Authorized Signature: _____

Type or Print Name: _____

ANY REFUND OR OVERPAYMENT SHOULD BE SENT TO:

COMPANY NAME: _____

ATTENTION: _____

ADDRESS: _____

EMAIL: _____