



TREASURER-TAX COLLECTOR SAN DIEGO COUNTY

www.sdttc.com

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BULK PROPERTY TAX PAYMENT Spreadsheet Instructions

Thank you for participating in our Spreadsheet Submission program. We have provided an Excel spreadsheet template to ensure that your payment is processed correctly and without delay. This document is a reference guide and describes the correct format of the cells for the template.

[Click here for a Spreadsheet Template.](#)

Use the spreadsheet for all bulk payment methods

No matter which payment option you choose, completing the [pre-formatted spreadsheet](#) is required. **Follow the instructions for completing the spreadsheet to make sure your payment is considered timely.** Changes to the formatting and inclusion of other data will result in the failure of your payment transaction to process. Use this spreadsheet only for making current secured and supplemental property tax bills. Do not include Defaulted or Unsecured property tax bills. Defaulted and Unsecured property tax bills must be paid online at www.sdttc.com or by mailing in the bill stubs with payment.

Make sure the correct Current Secured installment amount appears on the list; do not round.

Spreadsheet example

The spreadsheet example below assumes the spreadsheet is being submitted December 3, 2018.

The company name appears in Column A on the first record only. The first two bills shown below are current secured first installments. The next two lines show a Supplemental bill on the current secured roll.

In this example, both installments of the Supplemental bill are being paid. Each installment must appear separately on its own line. The first installment was delinquent October 31, 2018, and the amount in Column D includes the delinquent penalty. The second installment of the supplemental bill is not yet delinquent so the amount appearing in Column D for the second installment does not include penalty. For Supplemental Bills only, Column E must have the delinquent date for the installment.

	A	B	C	D	E	F
1	ABC Payment Company	1	2236824300	49999.99		
2		1	1412105600	2567.41		
3		1	8791211561	741.74	10/31/2018	
4		2	8791211561	674.31	4/10/2019	

The first installment of any bill must be paid in full before the second installment can be applied. Please perform research to ensure that all first installment amounts are paid in full. You may access payment status information on our website at www.sdttc.com.



FORMAT REQUIREMENTS

Column A – Company Name

Row 1, Column A “Company Name Here”

Replace this verbiage with the name of your company. This is only required once. It is not necessary to repeat this information in every cell in this column.

Cell Format requirements: Maximum length of Company Name is **30 characters**.

Column B – Installment Number

Installment number value can be either 1 or 2 (e.g., 1 for 1st installment or 2 for 2nd installment),

If paying both the 1st and 2nd installment each installment must be entered on separate lines.

Current Secured Bills are delinquent December 10th (1st Installments) or April 10th (2nd Installments)

The delinquent date for Supplemental Secured Bills varies and, each installment delinquent date must be entered in Column E

Cell Format requirements: Enter either **1 or 2 only, no other values are accepted**

Column C – Parcel Number

The Parcel number is always 10 digits long.

If paying a Supplemental bill, this number must be the Supplemental bill number and not the secured parcel number.

Cell format requirements: **Numeric only, NO spaces, NO dashes and NO other special characters.**

Column D – Bill Amount

Make sure to enter the correct amount due for the installment. This is the amount of one installment, and must include delinquent penalties if the delinquent date has passed.

Cell Format requirements: **Currency NO dollar symbol or Number, NO separator for hundreds, and 2 decimal places.**

Example: a Bill Amount of \$2,567.41 must be formatted as 2567.41

Column E – Supplemental Bill Delinquent Date

Supplemental Secured bills have varying delinquent dates. If paying a Supplemental bill, the Delinquent Date **must** be entered here or the payment for the bill will not be processed.

Cell Format requirements: The date must be formatted **MM/DD/YYYY**.

How to Use the Template

1. [Click here to download the template.](#)
2. Double-click the template to open it.
3. Replace the verbiage “Your Company Name Here” with your company name.
4. Enter each installment for a bill that you are paying on a row by itself. Enter the installment number, parcel or supplemental bill number and correct installment amount. If paying a supplemental bill, Column E must show the delinquent date. If using the “copy and paste” method to enter data, you must ensure the column format of the spreadsheet matches the requirements described above. Changes to the formatting or inclusion of other data will result in the failure of your payment transaction to process.
5. Save the spreadsheet and name it using your company name for the name of the spreadsheet underscore the total amount of payment. File type must be CSV (Comma delineated)(*.csv) or, if unavailable, save as a Microsoft Excel Workbook (*.xls).
6. Email the spreadsheet to PAYMENT.PROCESSING@SDCOUNTY.CA.GOV along with the form for the payment option you choose.