



Bulk Payment Interface Instruction Guide

Version 1.3
Updated – March 4, 2010



Background

In accordance with the State of California Revenue and Taxation Code Section 2503.2 (b), the tax collector for any city, county, or city and county may, in his or her discretion, require any taxpayer, or any paying agent of a taxpayer or taxpayers, who makes an aggregate payment of fifty thousand dollars (\$50,000) or more on the two most recent regular installments on the secured roll or on the one installment of the most recent unsecured tax roll, to make subsequent payments by electronic funds transfer.

In an effort to streamline the handling of these large payments, the San Bernardino County Treasurer-Tax Collector is requiring tax paying entities that make aggregate (total for the year) payments in the amount of \$50,000 or more to make all future payments electronically.

You can use our website at www.mytaxcollector.com to initiate an electronic payment by submitting a payment file and choosing to pay by electronic check (up to \$500,000), credit card (up to \$100,000 and includes a convenience fee), or by wire transfer (unlimited). Wire instructions and a required fax cover sheet are included in this document.

Click 'Tax Collector' in the left navigation pane and then click 'Bulk Tax Payments' to get started.

Accepted File Formats

We currently accept two formats for submitting a payment file

1. Formatted Text File (the text file cannot be used for submitting redemption payments on defaulted tax bills)
2. Microsoft Excel spreadsheet

Text File Format

Column	Description			
1	Blank			
2-4	Transaction ID	'170'		
5	Blank			
6-18	Parcel Number	A/N	Mandatory	
19-20	Roll Year	NUM	Mandatory	
21-27	Bill Number	NUM	Mandatory	
28-29	Installment Number	NUM	Mandatory	
30-36	REQ CORTAC Number	NUM	Mandatory	
37-43	Payment CORTAC	NUM		
44	Blank			
45-50	Filler			
51-61	1 st Installment Amount	NUM	Mandatory	9(9)V99
62-72	2 nd Installment Amount	NUM	Mandatory	9(8)V99
73-78	Filler			
79-80	County Code	'36'		
81-105	Loan Number			
106-120	Filler			

Sample Record:

170 02398830900000709000480100099890009989 0000001645200000000000 3600000000

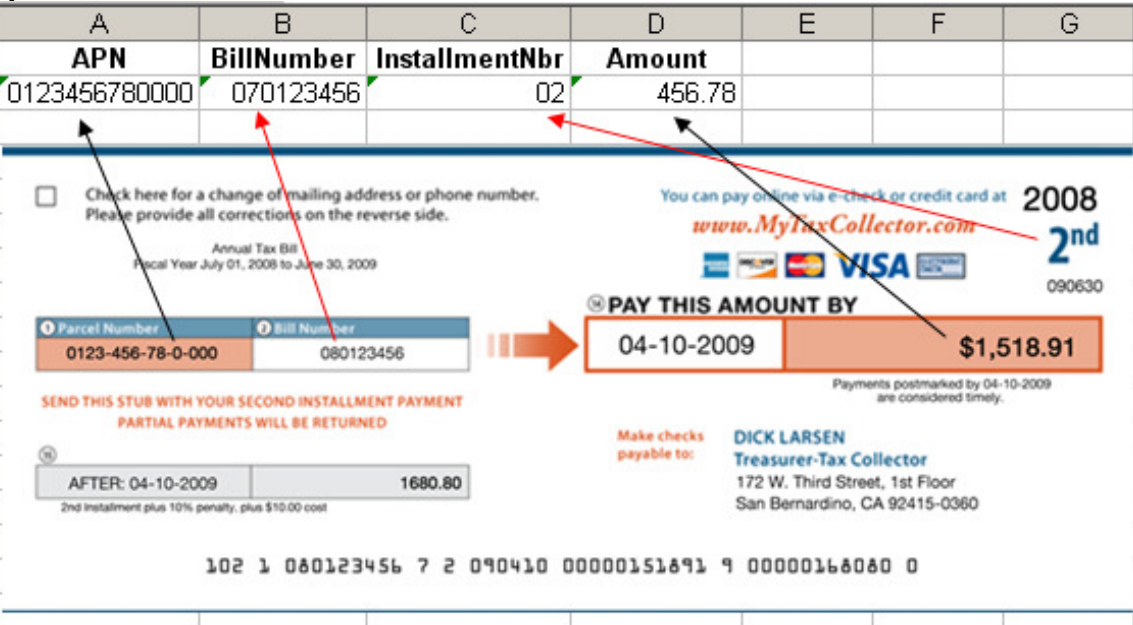
Microsoft Excel Spreadsheet Format

Column	Header	Description	Req'd	Notes
A	APN	Assessor's Parcel Number	YES	13 Digit Parcel Number
B	BillNumber	Bill Number	YES	9 Digit Bill Number or 'R' if Paying a Defaulted Secured Bill
C	InstallmentNbr	Installment Number	YES	'01' for First Installment '02' for Second Installment 'R' for Defaulted Secured Bill
D	Amount	Amount to be Paid	NO	

Note: All payments on Unsecured bills (current and defaulted) should include the Bill Number and Installment Number.

**** IMPORTANT: Please format all cells as TEXT ****

Sample:

	A	B	C	D	E	F	G
1	APN	BillNumber	InstallmentNbr	Amount			
2	0123456780000	070123456	02	456.78			
3							
4							

Payment Record Examples

	A	B	C	D	E	F	G	H
1	APN	BillNumber	InstallmentNbr	Amount				
2	0123456780000	080000001	01	2345.67	<-- CURRENT SECURED (1st Installment)			
3	0123456780000	080000001	02	2345.61	<-- CURRENT SECURED (2nd Installment)			
4	0123456780001	080000002	01	123.45	<-- UNSECURED BILL			
5	0123456790000	R	R	6789.10	<-- DEFAULTED SECURED PAYMENT			



Additional Information

The system will import your file and will provide detail to you on any records where the bill has already been paid, if the parcel number or bill number combination is not valid or if there are other issues with a record. If there are errors with your file, you can make corrections and re-submit for validation.

Upon submitting the file, our system will obtain the dollar amounts for each item you are importing for payment. The preview screen will enable you to review each item and you can omit items from being added to the cart if you decide not to make a particular payment.

Questions concerning payment files should be sent to tccortac@ttc.sbcounty.gov

Wire Instructions

Bank Information

Bank ABA (Routing#): 026009593

Acct#: 1496150090

Name of Account: County of San Bdno

Treasurer Address: 172 W Third St, San Bernardino, CA

Bank Name: Bank of America

Bank Address: 333 Hope St, 13th floor

Branch: Los Angeles, Government Banking

Ref: Reference (or parcel number) that can help us identify \$

PLEASE NOTE

- **No direct deposit into our account is allowed. You must process a wire transfer as certified funds.**
- **You must complete the attached fax cover sheet and return before initiating the wire transfer. Please include your assigned payment reference number on the cover sheet.**

FAX COVER SHEET

PLEASE FILL IN THE BLANK BOXES BELOW AND FAX

To:	Bob Smith	From:	
Dept:	Treasurer-Tax Collector	Dept:	
Phone:		Phone:	
Fax #:	909-387-6443	Fax #:	

Please Reply

● REQUIREMENTS TO WIRE \$

Assessor Parcel #s along with amount to pay on each in a flat text file or Microsoft Excel spreadsheet

Submit payment file online at <http://www.mytaxcollector.com/>

Payment reference number or at least one assessor parcel number contained within the payment file

Amount to be wired and the date of wiring

Address to mail any possible refunds or letters