



RUSSELL V. WATTS

CONTRA COSTA COUNTY TREASURER-TAX COLLECTOR
ROOM 100, 625 COURT STREET, MARTINEZ, CA 94553
TELEPHONE: (925) 957-5280 FAX: (925) 957-2898

20XX-20YY

FISCAL YEAR JULY 1, 20XX TO JUNE 30, 20YY

1 SECURED PROPERTY TAX BILL SAMPLE

PROPERTY LOCATION OR DESCRIPTION ASSESSEE AS OF JANUARY 1, 20XX

2 1234 COURT ST, MARTINEZ CA

3 JOHN DOE

PAY ONLINE AT WWW.CCTAX.US

4 SEC APN 123-456-789-0 SAMPLE

5 JOHN DOE
1234 COURT STREET
MARTINEZ, CA 94553

PROPERTY ASSESSMENT

6 LAND 50,000
IMPROVEMENTS 150,000
PERSONAL PROP
GROSS VALUE 200,000
7 EXEMPTIONS 7,000
NET VALUE ON JAN. 1, 20XX 193,000

SEE BACKSIDE FOR MORE INFORMATION

IMPORTANT MESSAGE(S) TO TAXPAYER 8

* indicates there is a senior exemption

9 PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	10 CORTAC	11 DEFAULT #
123-456-789-0	20XX 123456	05000	10/01/20XX	SAMPLE	99999	2013-55555

12 SPECIAL TAXES & ASSESSMENTS

DESCRIPTION	CODE	INFORMATION	AMOUNT
CC WTR LEVY LAND	AY	(925) 688-8047	\$2.46
MARTINEZ PCL TAX	* CO	15 (925) 335-5800	\$50.00
MOSQUITO & VECTOR	DV	(925) 867-3400	\$6.74
EMERGENCY MED B	DY	(925) 646-4690	\$30.00
CCCSO SEWER CHG	GE	(925) 229-7115	\$456.00
FED STORMWATER A-8	IK	(925) 313-2023	\$61.30
EASTBAY TRAILS LLD	* KA	(800) 676-7516	\$5.44

13 AD VALOREM TAXES & ASSESSMENTS

DESCRIPTION	RATE	AMOUNT
1% COUNTYWIDE TAX	1.0000	\$1,930.00
CITY OF MARTINEZ	0.0347	\$66.97
BART	0.0045	\$8.68
EAST BAY REG PK BD	0.0085	\$16.41
MARTZ UNIF BOND 10	0.0568	\$109.62
COMM COLL 2002 BND	0.0040	\$7.72
COMM COLL 2006 BND	0.0082	\$15.83
COMM COLL 2014 BND	0.0130	\$25.09
TOTAL AD VALOREM TAXES	1.1297	\$2,180.32
ADD: SPECIAL TAXES & ASSESSMENTS		\$611.94
DELINQUENT PENALTY		\$0.00
DELINQUENT COST		\$0.00
LESS: PAYMENTS RECEIVED		\$1,396.13

TOTAL SPECIAL TAXES & ASSESSMENTS \$611.94

17 TOTAL AMOUNT DUE \$1,396.13

18 PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	Numbers in this section indicate you owe prior year(s) delinquent taxes	DEFAULT #
123-456-789-0	20XX 123456 2	05000	10/01/20XX	SAMPLE		2013-55555

2ND INSTALLMENT CHECK THIS BOX IF REQUESTING CHANGE OF BILLING ADDRESS OR PRIMARY RESIDENCE ON THE BACKSIDE OF THIS COUPON

20XX-20YY SECURED PROPERTY TAXES

SEND COUPON WITH FULL AMOUNT. DO NOT STAPLE, TAPE OR WRITE ON COUPON.

19 PAY THIS AMOUNT FEB 1, 20YY **1,396.13** PAYABLE WITH OR AFTER 1ST COUPON

FIRST COUPON MUST BE USED FOR PAYMENT BEFORE SECOND COUPON. BOTH COUPONS MUST BE SENT TOGETHER IF PAYING THE ENTIRE BILL AT ONE TIME.

To ensure proper credit, please write the parcel number on check

20 MAKE CHECK PAYABLE TO:

CONTRA COSTA COUNTY TAX COLLECTOR

21 P.O. BOX 7002
SAN FRANCISCO, CA 94120-7002

After APRIL 10, 20YY but on or before JUNE 30, 20YY

22 Pay \$1,555.74
(Includes 10% late-payment penalty and \$20 cost)

SEE BACKSIDE OF BILL FOR IMPORTANT INFORMATION

112345678920XX123456200000139613020YY0410000000000000

23 PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	Numbers in this section indicate you owe prior year(s) delinquent taxes	DEFAULT #
123-456-789-0	20XX 123456 1	05000	10/01/20XX	SAMPLE		2013-55555

1ST INSTALLMENT CHECK THIS BOX IF REQUESTING CHANGE OF BILLING ADDRESS OR PRIMARY RESIDENCE ON THE BACKSIDE OF THIS COUPON

20XX-20YY SECURED PROPERTY TAXES

SEND COUPON WITH FULL AMOUNT. DO NOT STAPLE, TAPE OR WRITE ON COUPON.

25 PAY THIS AMOUNT NOV 1, 20XX **26 PAID 11/01/20XX** 1,396.13 PAYABLE BEFORE 2ND COUPON

FIRST COUPON MUST BE USED FOR PAYMENT BEFORE SECOND COUPON. BOTH COUPONS MUST BE SENT TOGETHER IF PAYING THE ENTIRE BILL AT ONE TIME.

To ensure proper credit, please write the parcel number on check

27 MAKE CHECK PAYABLE TO:
INTERNET COPY

CONTRA COSTA COUNTY TAX COLLECTOR

28 FINANCE BUILDING, ROOM 100
625 COURT STREET
P.O. BOX 631
MARTINEZ, CA 94553-0063

29 THIS INSTALLMENT HAS BEEN PAID. THANK YOU!

30 SEE BACKSIDE OF BILL FOR IMPORTANT INFORMATION

112345678920XX123456100000139613020XX1210000000000000

HOW TO READ THE ANNUAL SECURED PROPERTY TAX BILL

1. **SECURED PROPERTY TAX BILL** – This bill is mailed each year on or before November 1st and identifies the taxes due on the first and second installment as well as the total amount due.
2. **PROPERTY LOCATION OR DESCRIPTION**—The situs address or legal description of the property
3. **ASSESSEE AS OF JANUARY 1, 20XX**—The owner of record as of January 1st, the annual assessment date for property taxes. If the ownership has changed hands since the assessment date, the new or latest owner of the property is responsible for paying the tax bill.
4. **SEC _____ APN 123-456-789-0 _____ SAMPLE**—this information appears in the envelope window to facilitate mail handling. Assessor's Parcel Number (123-456-789-0) is a ten-digit number assigned by the Assessor to each piece of real estate property in Contra Costa County. The APN is used on tax bills and correspondence to identify the property. The ten-digit APN is made-up of a three-digit Map Book Number (123), a three-digit Page Number (456), and a three-digit Parcel Number (789).
5. **MAILING ADDRESS** – This is the latest mailing address on file with the Assessor's office. If it is not correct, contact the Assessor's Office to update it.
6. **CURRENT ASSESSED VALUE** - The Assessor's valuation of the property as of January 1st. See backside of tax bill for Assessor contact information.
7. **NET TAXABLE VALUE** - The difference between the current/taxable value and exemptions. This is the value the ad valorem taxes are based on.
8. **IMPORTANT MESSAGE(S) TO TAXPAYER** – This area of the tax bill provides important information specific to the property owner and will state whether there are any delinquent taxes owing or if a senior exemption exists for certain parcel taxes.
9. **TRA**—The number of the Tax Rate Area in which the property is located. The TRA is a group of taxable properties that share the same set of special taxes and assessments. You can use the TRA number to look up the 1% tax allocation on www.cctax.us under Quick Links: **Where your taxes go**.
10. **CORTAC**—The number indicates that the payment of the tax bill is handled by a third-party, usually a bank or mortgage company. The number usually appears on an **Information Only** copy of tax bill for the property owner's records. If ownership has changed since the issuance of the tax bill, the new owners should contact their mortgage company regarding payment arrangement. Otherwise, the new owners may use the coupons on the Information Only copy of the bill to pay the taxes.
11. **DEFAULT#**—The number indicates that there are prior year taxes owing on the property. If these taxes are not paid within five years from the default year, the first four digits of the number, the property will become subject to the Tax Collector's power to sale. Payment plans are available **before** then.
12. **SPECIAL TAXES & ASSESSMENTS**— These are additional charges placed on the property tax bills. The charges are not based on Assessor's valuations. Examples are charges for sewer maintenance districts, water districts or fire districts. For questions regarding these assessments, you should contact the Agency using the phone number adjacent to the charge. You also may look up a detailed listing Levy & Bond Contact Information on www.cctax.us, under **Gen'l Tax Information > Secured Property Taxes**.
13. **AD VALOREM TAXES & ASSESSMENTS**—The charges are calculated by multiplying the Net Value as of January 1, 20XX by the tax rate.
14. **1% COUNTYWIDE TAX** - This tax amount is the general one percent (1%) tax rate levied against every property in the County. The calculation is 1% multiplied by the "Net Value on January 1, 20XX". You may look up the tax allocation on www.cctax.us under Quick Links: **Where your taxes go**.
15. **ASTERISK (*) NEXT TO PARCEL TAX CODE**—This indicates the parcel tax offers an exemption for senior citizens. A listing of parcel taxes offering senior exemptions can be found at www.cctax.us under **Services for Seniors > Exemptions**.
16. **VOTED INDEBTEDNESS** - Voter-approved construction bond taxes levied against property. These taxes are based on the net taxable value of the property as of January 1st.
17. **TOTAL AMOUNT DUE** - This is the total amount due for this tax bill. This total amount may be paid in full prior to the 1st installment delinquent date or paid in two installments according to the **PAY THIS AMOUNT** due date shown on each coupon.
18. **2ND INSTALLMENT COUPON**—Use to pay the second half of the tax bill. May be used with the first coupon to pay the full amount of the tax bill on or before the 1st Installment delinquent date December 10th.
19. **PAY THIS AMOUNT**—The amount to pay on the 2nd Installment due date, February 1st. If you are paying your bill in installments, the second installment must be paid or postmarked by April 10th or a 10% penalty and a \$20.00 cost will be added.
20. **MAKE CHECKS PAYABLE** - Make checks payable to the **Contra Costa County Tax Collector**. Please be sure to include the correct installment coupon and write the APN on your check.
21. **SAN FRANCISCO P.O. BOX**—Use this mailing address when a coupon is available to send with your payment.
22. **AFTER APRIL 10TH BUT ON OR BEFORE JUNE 30**—This is the delinquent amount to pay before the end of the fiscal year or June 30.
23. **1ST INSTALLMENT COUPON**—Use to pay the first half of the tax bill. May be used with the second coupon to pay the full amount of the tax bill on or before the 1st Installment delinquent date December 10th.
24. **CHECK HERE**—Check this box if you completed the following change of address form as shown on the backside of coupon.

CHANGE OF BILLING ADDRESS (PLEASE PRINT)

You must check mark the box on the front of this coupon to indicate change. Request must be sent by April 10 for change to appear on next year's bill.

Owner's Name	Care of (if applicable)
Permanent Mailing Address City • State • Zip	E-mail Address Phone Number
Owner's Signature (Required) Date	Change Of primary residence? Yes ___ No ___ When? ___/___/___

25. **PAY THIS AMOUNT**—The amount to pay on the 1st Installment due date, November 1st - If you are paying your bill in installments, the first installment must be paid or postmarked by December 10th or a 10% penalty will be added.
26. **PAID 11/01/20XX**—This indicates when the coupon was paid and the amount that was paid.
27. **INTERNET COPY**—This appears on the internet copy of the tax bill.
28. **MARTINEZ P.O. BOX**—Use this mailing address when a coupon is not available to send with your payment, or if you are sending other types of correspondence such as Payment Installment Plan or Tax Penalty Relief application.
29. **THIS INSTALLMENT HAS BEEN PAID—THANK YOU!**—This message appears on the internet copy of the tax bill. We always appreciate your timely payment. For your convenience, we will keep the paid tax bill online as proof of payment for up to five years.
30. **SEE BACKSIDE OF BILL FOR IMPORTANT INFORMATION**—Not everything can be covered in this sample bill. We hope you will take the time to read the backside of the tax bill for more important information about your property taxes and the services available to help you pay them on time.