**SAMPLE LETTER FOR ALL FIXED CHARGE CORRECTIONS**

**CITY OR DISTRICT LETTERHEAD**

**Date:** July 1, 2023

**To:** County of Riverside

Office of the Auditor-Controller

Property Tax Division

4080 Lemon St. 11th Floor

P. O. Box 1326

Riverside, CA 92502-1326

**Attention:** Auditor Controller’s Office - Property Tax Division

**Subject:** Request for Corrections to (Fiscal Year) Fixed Charges

District Name (City, School, etc.)

Fund 68-XXXX Request Total (Number of Corrections)

Due to (your reason, and R&T correction code), please (remove, reduce, or add) the following fixed charges from the (Fiscal Year) tax roll:

District Tax Year Fund Current Amount New Amount

(Description) 0000-0000 68-0000-FC $0,000.00 $0,000.00

Submit your CSV file through the Public Access Now portal in the format below:

**Fixed Charge Correction (Import File – Fixed Charge Roll Correction Import)**

PIN,SAShortDescr,CorrectedAmount,OldAmount,CurrentAmount,SAShortDescr-RTCode,RTCode

Example 1 – One District

414163005,68-2105-FC,0,OldAmount,3660,68-2105-FC-RTCode,4832.50

**PIN** – 9-digit PIN number (414163005), 10 digits for SBE

**SAShortDescr** – 68-2105-FC (District numbers must now include the “-FC”)

**CorrectedAmount** - New Corrected Amount (0)

**OldAmount** - must have the word **OldAmount** typed in your file

**CurrentAmount** - Old Amount (Amount currently in the system, amount to be corrected) (3660)

**SAShortDescr-RTCode** - must have the word **SAShortDescr-RTCode** typed in your file

**RTCode number**- enter R&T code number for the correction (4832.50)

If you have any questions or require additional information, please contact (District contact name) at (Contact phone number).

Sincerely,

AN AUTHORIZED SIGNATURE (PRINT AND SIGN)