



# 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

# SECURED PROPERTY TAX BILL SAMPLE

### PROPERTY ADDRESS ASSESSEE AS OF JANUARY 1, 20XX

1234 COURT ST, MARTINEZ CA JOHN DOE

### PAY ONLINE AT WWW.CCTAX.US PROPERTY ASSESSMENT

4 SEC APN 123-456-789-0 SAMPLE

5 JOHN DOE  
1234 COURT STREET  
MARTINEZ, CA 94553

6 LAND 50,000  
IMPROVEMENTS 150,000  
PERSONAL PROP

GROSS VALUE 200,000

EXEMPTIONS 7,000

7 NET VALUE ON JAN. 1, 20XX 193,000

SEE BACKSIDE FOR MORE INFORMATION

### IMPORTANT MESSAGE(S) TO TAXPAYER

\* indicates there is a senior exemption

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

SPECIAL TAXES & ASSESSMENTS			
DESCRIPTION	CODE	INFORMATION	AMOUNT
CC WTR LEVY LAND	AY	(925) 688-8047	\$2.46
MARTINEZ PCL TAX	* CO	(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
TOTAL SPECIAL TAXES & ASSESSMENTS			\$611.94

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 AMOUNT DUE		\$1,396.13

PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	DEFAULT #
123-456-789-0	20XX 123456 2	05000	10/01/20XX	SAMPLE	2013-55555

Numbers in this section indicate you owe prior year(s) delinquent taxes

**2ND** INSTALLMENT

**SIGN UP FOR E-BILLING**  
IT'S EASY AND FREE!  
SEE BACKSIDE FOR MORE INFORMATION

## 20XX-20YY SECURED PROPERTY TAXES

**20** PAY THIS AMOUNT **1,396.13**  
FEB 1, 20YY

PAYABLE WITH OR AFTER 1ST COUPON

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

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

**21** MAKE CHECK PAYABLE TO:

CONTRA COSTA COUNTY TAX COLLECTOR

**22** P.O. BOX 7002  
SAN FRANCISCO, CA 94120-7002

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

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

112345678920XX123456200000139613020YY0410000000000000

PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	DEFAULT #
123-456-789-0	20XX 123456 1	05000	10/01/20XX	SAMPLE	2013-55555

Numbers in this section indicate you owe prior year(s) delinquent taxes

**1ST** INSTALLMENT

**SAVE TIME - PAY ONLINE**  
WWW.CCTAX.US  
SEE BACKSIDE FOR MORE INFORMATION

## 20XX-20YY SECURED PROPERTY TAXES

**26** PAID 11/01/20XX  
NOV 1, 20XX 1,396.13

PAYABLE BEFORE 2ND COUPON

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

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

**27** MAKE CHECK PAYABLE TO:

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!

112345678920XX123456100000139613020XX1210000000000000

PLEASE WRITE THE PARCEL NUMBER ON CHECK.

## 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. The taxes are collected for the fiscal operation of the County, all public schools, incorporated cities, and most other governmental agencies within the county.
2. **PROPERTY ADDRESS** - 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% Property Tax Allocation** on [www.cctax.us](http://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. These 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 may also look up a detailed listing **Levy & Bond Telephone Numbers** on [www.cctax.us](http://www.cctax.us), under **Tax Info**.
13. **AD VALOREM TAXES & ASSESSMENTS** - The charges are calculated by multiplying the Net Value as of January 1, 20XX by the tax rate.
14. **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](http://www.cctax.us) under **Tax Info**.
15. **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](http://www.cctax.us) under Quick Links: **Where your taxes go**.
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. This coupon should be included with the first coupon if paying the full amount of the tax bill at one time.
19. **SIGN UP FOR E-BILLING** – Sign up to receive the annual Secured tax bill by email on [www.cctax.us](http://www.cctax.us) under Quick Links: **E-Billing Services**.
20. **PAY THIS AMOUNT** - The coupon amount to pay by the Installment due date. If paying that tax bill in separate installments, the first installment must be paid by December 10<sup>th</sup> and second installment by April 10<sup>th</sup> to avoid penalties and costs.
21. **MAKE CHECKS PAYABLE** - Make checks payable to the **Contra Costa County Tax Collector**. Please be sure to include the correct installment coupon(s) and write the APN on your check.
22. **SAN FRANCISCO P.O. BOX** - Use this mailing address when a coupon is available to send with your payment.
23. **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.
24. **1ST INSTALLMENT COUPON** - Use to pay the first half of the tax bill. Should be used with the second coupon to pay the full amount of the tax bill on or before the 1st Installment delinquent date December 10<sup>th</sup>.
25. **SAVE TIME—PAY ONLINE** - To pay online, go to [www.cctax.us](http://www.cctax.us) and select **Pay Online**. Search the tax account by the property's APN (Assessor's Parcel Number) or situs address, then verify that the resulting address found is correct. Select to pay immediately or schedule a payment for a later date. Payment can be made either by credit or debit card or by electronic check (e-check). A fee will be assessed for card transactions by the third-party payment processor. There is no fee for e-check transactions. Upon completion of the payment, an email confirmation will be sent.  
  
Pay by phone is also available at (925) 957-5280 using an interactive voice response system. Please have tax bill and credit/debit card or checkbook ready before calling. The same fee for credit and debit card transactions applies for payments made by phone.
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. **PLEASE WRITE THE PARCEL NUMBER ON CHECK** – To ensure payment is credited to the correct tax account in case the installment coupon becomes separated from the mail-in check.