10 Steps to Filling out the Excel File

Please use the template Excel File on our website to fill out your instructions.

Please do not modify the file in any way except to add rows to the table for additional parcels/bills.

1. Column A, Payment Date:

- The expected settlement date in MMDDYY format.
- 6 Digits exactly, with leading zeroes for the month, date, and year if necessary.

	Α	В
1	Payment Date	Volume
2	041016	
3		

2. Column B, Volume:

- The parcel's Volume in ## format.
- 2 digits exactly, with leading zeroes if necessary.

	В	C
Date	Volume	Blo
5	06	

3. Column C, Block:

- The parcel's Block in #### format.
- 4 digits exactly, with leading zeroes if necessary.

В	C	
ume	Block	Bloc
06	0787	

4. Column D, Block Suffix:

- If necessary, please include the Block Suffix, otherwise please leave blank.
- 1 letter exactly.

C	D	Е
ock	Block Suffix	Lo
787	Α	

5. Column E, Lot:

- The parcel's Lot in ### format.
- 3 digits exactly, with leading zeroes if necessary.

D	E	F
Suffix	Lot	Lot S
Α	001	

6. Column F, Lot Suffix:

- If necessary, please include the Lot Suffix, otherwise please leave blank.
- 1 letter exactly.

7. Column G, Bill Number:

- The bill number (Secured bills) or Assessment Number (Unsecured Bills) of the bill being paid.
 - a. Bill numbers must be in ###### format.
 - 6 digits only, with leading zeroes if necessary.
 - b. Assessment Numbers must be in ##-#### format.
 - 2 Digits, Dash, and 6 Digits for 9 characters only, no spaces.
 - UPP Assessments do not need block and lot.

A	001	
_		

Lot Suffix

Т

Lot

001

Bill

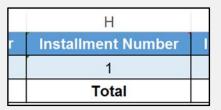
	G	
ffix	Bill Number	Inst
	120568	

	G	
uffix	Bill Number	Ins
;	15-120568	

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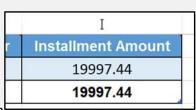
8. Column G, Installment Number:

- The installment of the bill being paid.
- 1 digit only.
- Please do not put "1 & 2" in this column, instead place each installment on a separate line.
- If you are attempting to pay both installments with one wire, please separate the payment into two separate installments.



9. Column I, Installment Amount:

- The amount being paid for that installment, including penalties if necessary.
- Numbers and decimal point only, no dollar signs or commas.
- The Total row will automatically calculate^l the sum of Column I



ptwires.ttx@sfgov.org

Wire Payment John Doe Enterpr

51000.02 SEC 2 John Doe E

To...

Cc...

Subject

Attached

Send

10. File Name

- Total Wire Amount, numbers and decimal place only, no "\$" or ","
- Type of bill being paid
- Number of lines in the table
- Taxpayer Information
- Please Separate each required piece of information with an underscore "_"

Helpful Hints

- o You may paste data into the table, and Excel will automatically add the appropriate amount of rows to the table
- o If you need to add new rows one at a time, simply right click a row in the table, and select "Insert -> Table Row..."
- o If you have any questions about how to read your bill, please visit our website here: http://sftreasurer.org/how-read-your-property-tax-bill
- O Please do not modify the file in any way except to add rows to the table. This includes adding/deleting/hiding columns, changing the number formatting, or adding rows above/below the table.

Getting Help With Wire Payments

If you have any questions, feel free to contact us anytime at either phone or email:

- 415-701-2311 for property tax account information or;
- 415-554-5205 for bank account information or;
- Email: PTwires.TTX@sfgov.org for questions about how to submit instructions for multiple payments.