



OFFICE OF THE
ORANGE COUNTY AUDITOR-CONTROLLER

MEMORANDUM

ANDREW N. HAMILTON, CPA
AUDITOR-CONTROLLER

April 22, 2025

TO: Cities and Special Districts
ATTENTION: Finance Directors/Managers
SUBJECT: 2025-2026 Direct Charges

This is our annual request for information about adding direct charges to the Secured Property Tax Roll for 2025-2026.

Submission instructions are as follows:

- All required files are to be uploaded to <https://epts.ocgov.com/direct> directly (via Chrome) including the signed board resolution in PDF.
- Each city, special district, and your consultant will utilize their individual account to upload file(s). The account login information remains the same as the previous fiscal year.
- Parcel listing will be posted mid-June in a shared folder via <https://epts.ocgov.com/direct>.

The attached instructions outline the procedures, due dates, and required data format of the direct charge. Please ensure that your contractor/preparer receives a copy of this package. Pursuant to Government Code 55340 Section B, any extension for submission after the August 10th deadline must be approved by the Orange County Auditor-Controller Property Tax unit prior to your original deadline.

If you are a city/special district placing a direct charge on the property tax roll for the first time, please refer to the attached instructions, "*Requirements for New Assessments Only*" section.

Direct charge documents, including payment status for the 1915 Bond Act/Mello-Roos Assessments, are available on the Auditor-Controller's Property Tax Accounting website at [Direct Charge-Special Assessment Documents – Orange County Auditor-Controller](#).

For questions, please contact Roeth Bun at (714) 834-2609 or roeth.bun@ac.ocgov.com.

Sincerely,

Yani Painter,
Property Tax Unit Manager