



NEVADA COUNTY CALIFORNIA

GINA S. WILL, AUDITOR-
CONTROLLER

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District/Agency Resolution Checklist

- Must reference the "Standard Form Tax Collection Services Contract" that was previously approved by your District/Agency and either the Nevada County Board of Supervisors or Auditor-Controller.
- Must list the California State Code Section(s) authorizing the Direct Charge levy to appear on the tax roll. Consult with your legal counsel to determine the appropriate code(s).
- List of all Tax Rate Area (TRA) that will be levied. The State Board of Equalization (BOE) establishes TRAs, reports of which are available on our website.
- Must reference Flat Dollar Amounts (divisible by 2) to be levied on the tax roll.
- Variable Direct Charges (divisible by 2) need to be listed in the body of the Resolution or added as an Exhibit, listing each assessment number, assessee name (optional), and total charge.

Resolution will not be accepted if any of the above information is missing.

Notified District/Agency of missing information on _____