



**WIRING INSTRUCTIONS
 (For Property Tax Payments Only)**

Wire payments without proper instructions will be returned to the originator.

Our office reserves the right to return the payment and impose penalties if the process for parcel identification and payment allocation is not followed exactly.

Effective **October 17, 2016**, to have funds electronically transferred to the City and County of San Francisco for the payment of Property Taxes either through the **Federal Wire System or ACH**, the following wiring instructions should be provided to your partnering bank:

Banking Institution:	Bank of America
Address:	555 Capitol Mall, Suite 765 Sacramento, CA 95814 Branch Locator #148
<i>FedWire</i> Bank ABA:	026-009-593
ACH Bank ABA	121-000-358
SWIFT code:	BOFAUS3N
Bank Account No.	14998-08306
For the Credit of:	CCSF/PT

Beneficiary Information:

- For single parcel payments and in order to allow for timely and proper credit to your account, please indicate any of the relevant information below in your wire payment description field.

If paying for any of these:	Use this Abbreviated Name:	And Indicate:
Secured	SEC	Block and lot number
Supplemental	SSUP	Block and lot number
Unsecured Supplemental	USUP	Assessment number
Redemption	RED	Block and lot number
Escape	ESC	Block and lot number
Unsecured Personal Property	UPP	Assessment number
Escape Payment Plan	EPP	Block and lot number
Estimated Taxes (Tax Certificate)	CERT	Block and lot number
Multiple (Less than 10 bills only)	MULT	Block and lot number

- If you are paying for multiple parcels:
 1. Please note that a single wire cannot pay multiple tax types. You must send one wire for each tax type that you are attempting to pay.
 - a. E.g., if you have 20 secured bills and 40 supplemental bills, you must send two separate wires, one for all the secured bills and one for all the Supplemental bills.
 - b. Multiple tax years may be sent in the same wire. For example, Supplemental Bills for two different Fiscal Year can be paid with the same wire.



2. Each wire you send to our bank requires its own Excel File. Please email these Excel files to PTwires.ttx@sfgov.org **before** the wire's settlement date.
 - a. E.g., if you would like to pay Secured, Supplemental, and Escape bills, you must send 3 separate wires, and 3 separate Excel files.
 - b. Instructions must be sent as an Excel file. Instructions sent in the body of an email, as a PDF file, or an image file will be returned and will be subject to penalties.
3. The only exception is that wires paying less than 10 bills may pay for multiple tax types.
 - a. Please do not send wires paying multiple tax types and over 10 bills. These wires will be returned and will be subject to penalties.
4. Naming and Emailing your files:
 - a. Please fill out one Excel File per wire.
 - b. Name each Excel File with the following information, placing an underscore between each piece of information. This will help ensure wires are processed quickly and accurately.
 - i. Total Wire Amount (numbers and decimal point only, no commas or dollar signs)
 - ii. Type of bill paid (Use the same abbreviations listed above)
 - iii. Number of Bills/Parcels Paid (The number of lines of instructions in the Excel file)
 - iv. Additional Taxpayer Information (No restrictions.) This is for any additional information the Taxpayer would like to include to help the Tax Collector identify the wire.
 - **Example: 51000.02_SEC_2_John Doe Enterprises 1st Installment 2016 Taxes**
 - c. Please send your instructions as attachments in an email, using whatever subject you would like. In the body of the email, please indicate the total number of wires sent, the expected settlement date for each wire, and the total amount of each wire sent.
5. Please also include a return remittance address in case of refund.

For a step-by-step guide to filling out the Excel file, please click here:
<http://sftreasurer.org/sites/default/files/Quick-Start-User-Guide.pdf>

Please use this Excel file to provide instructions on how to apply the wire payment:
<http://sftreasurer.org/sites/default/files/Multiple-Payment-Table.xlsx>

If you have any questions, feel free to contact us anytime by 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.