

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.

	A	B
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.

	B	C
Date	Volume	Block
	06	

3. Column C, Block:

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

B	C	
Volume	Block	Block Suffix
06	0787	

4. Column D, Block Suffix:

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

C	D	E
Block	Block Suffix	Lot
787	A	

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
A	001	

6. Column F, Lot Suffix:

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

E	F	
Lot	Lot Suffix	Bill
001	T	

7. Column G, Bill Number:

- The bill number (Secured bills) or Assessment Number (Unsecured Bills) of the bill being paid.
 - Bill numbers must be in ##### format.
 - 6 digits only, with leading zeroes if necessary.
 - 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.

	G	
Block Suffix	Bill Number	Inst
	120568	

	G	
Block Suffix	Bill Number	Inst
	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.*

	H	
	Installment Number	I
	1	
	Total	

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 the sum of Column I*

	I
	Installment Amount
	19997.44
	19997.44

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 "_"*

To...	ptwires.ttx@sfgov.org
Cc...	
Subject	Wire Payment John Doe Enterpr
Attached	51000.02_SEC 2 John Doe E

Helpful Hints

- You may paste data into the table, and Excel will automatically add the appropriate amount of rows to the table
- If you need to add new rows one at a time, simply right click a row in the table, and select "Insert -> Table Row..."
- 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>
- 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](mailto:PTwires.TTX@sfgov.org) for questions about how to submit instructions for multiple payments.