

**Washington County
Department of Property Records and Taxpayer Services**

**Instructions for Electronic Submission
Of Special Assessments**

New Special Assessments can be submitted to Washington County electronically using an Excel spreadsheet. Information must be included about new project codes, and the parcels to be assessed. Following is a list of the mandatory information that must be included on the spreadsheet. Please use the attached spreadsheet "SA certification master" to enter your data in. The spreadsheet contains two sample parcels and two sample projects as an example; please delete the sample data before you start to enter your own data.

Provide a hard copy list of new assessments to the department by the certification deadline. A printout of the spreadsheet, with a total dollar amount to raise, is acceptable. Deadline for certification is **November 30** for special assessments, snow removal, weed elimination, tree trimming, and other unpaid service charges; **December 28** for delinquent sewer and water. Deadline for certification for watersheds is **October 15 (October 17 this year)**.

Save the excel spreadsheet as "2012 SA Cert (your entity name)" and send as an email attachment to Kristi.Haan@co.washington.mn.us by the certification deadline.

This process is only for certification of additions of new assessments. For deletions and reallocations due to property divisions, please continue to use the same forms as you have in the past. If you have any questions, please email Kristi Haan at the email address above or call 651.430.6191.

In order for us to load the information into our system, the data must be provided exactly according to the format of the spreadsheet. **DO NOT CHANGE ANYTHING IN THE SPREADSHEET WITH THE EXCEPTION OF ADDING YOUR DATA.**

- Do not add titles.
- Do not change cell formats.
- Do not change column widths.
- Do not add or delete columns. If you do not use a column, just leave it blank.
- Do not change fonts.
- Do not add lines for totals.
- Do not leave blank spaces at the end of fields.

Assessments must be unique by Parcel - SpAsmt Code. You cannot use the same code on two separate amounts for the same parcel. You must either add the amounts together and certify as one record or use two separate codes.

A minimum of 25 assessments is required for electronic certification. Less than 25 must be certified on paper.

SA Certification Master.XLS

Project Information – click on the “projects” tab. One change from the past is that the extra days of interest is provided at the project level and not the parcel level. Provide a list of all **new project codes** added this year and provide the following information for each project:

PROJECT_CODE (also known as special asmt code)	Text	A 9 character code beginning with S and a dash. The next 2 digits indicate your municipality (see list below), the last 5 digits are a project code assigned by you. The project code helps you to identify the project. <table border="0"> <tr> <td>01-Afton</td> <td>35-Landfall</td> <td>73-Willernie</td> </tr> <tr> <td>03-Bayport</td> <td>37-Mahtomedi</td> <td>75-Woodbury</td> </tr> <tr> <td>05-Birchwood</td> <td>41-Marine on St Croix</td> <td>80-Baytown</td> </tr> <tr> <td>07-Cottage Grove</td> <td>43-Newport</td> <td>82-Denmark</td> </tr> <tr> <td>12-Dellwood</td> <td>46-Oakdale</td> <td>84-Forest Lake Twp</td> </tr> <tr> <td>14-Forest Lake City</td> <td>50-Oak Park Heights</td> <td>87-Grant</td> </tr> <tr> <td>18-Hastings</td> <td>55-Pine Springs</td> <td>89-Grey Cloud Island</td> </tr> <tr> <td>20-Hugo</td> <td>57-St Mary's Point</td> <td>92-May</td> </tr> <tr> <td>26-Lake Elmo</td> <td>59-St Paul Park</td> <td>94-New Scandia</td> </tr> <tr> <td>29-Lakeland</td> <td>62-Stillwater City</td> <td>96-Stillwater Twp</td> </tr> <tr> <td>31-Lakeland Shores</td> <td>71-White Bear Lake</td> <td>98-West Lakeland</td> </tr> <tr> <td>33-Lake St Croix Beach</td> <td></td> <td></td> </tr> <tr> <td>RCWD-Rice Creek Watershed</td> <td></td> <td></td> </tr> <tr> <td>SWWS-South Washington Watershed</td> <td></td> <td></td> </tr> </table>	01-Afton	35-Landfall	73-Willernie	03-Bayport	37-Mahtomedi	75-Woodbury	05-Birchwood	41-Marine on St Croix	80-Baytown	07-Cottage Grove	43-Newport	82-Denmark	12-Dellwood	46-Oakdale	84-Forest Lake Twp	14-Forest Lake City	50-Oak Park Heights	87-Grant	18-Hastings	55-Pine Springs	89-Grey Cloud Island	20-Hugo	57-St Mary's Point	92-May	26-Lake Elmo	59-St Paul Park	94-New Scandia	29-Lakeland	62-Stillwater City	96-Stillwater Twp	31-Lakeland Shores	71-White Bear Lake	98-West Lakeland	33-Lake St Croix Beach			RCWD-Rice Creek Watershed			SWWS-South Washington Watershed		
01-Afton	35-Landfall	73-Willernie																																										
03-Bayport	37-Mahtomedi	75-Woodbury																																										
05-Birchwood	41-Marine on St Croix	80-Baytown																																										
07-Cottage Grove	43-Newport	82-Denmark																																										
12-Dellwood	46-Oakdale	84-Forest Lake Twp																																										
14-Forest Lake City	50-Oak Park Heights	87-Grant																																										
18-Hastings	55-Pine Springs	89-Grey Cloud Island																																										
20-Hugo	57-St Mary's Point	92-May																																										
26-Lake Elmo	59-St Paul Park	94-New Scandia																																										
29-Lakeland	62-Stillwater City	96-Stillwater Twp																																										
31-Lakeland Shores	71-White Bear Lake	98-West Lakeland																																										
33-Lake St Croix Beach																																												
RCWD-Rice Creek Watershed																																												
SWWS-South Washington Watershed																																												
DESCRIPTION	Text	Used to describe the special assessment. Will print on tax statement (16 characters).																																										
CATEGORY	Text	Curb and Gutter Delinquent Utility Lighting Project Miscellaneous Sewer Sidewalk Special Assessment Street Water WSD (watershed)																																										
TYPE	Text	Leave Blank-Do Not Use																																										
START DATE	Text	First year project is to be billed.																																										
NUMBER OF YEARS	Text	Number of years project is to be billed.																																										
INTEREST RATE	Text	Interest rate for the project. Interest rate can be zero.																																										
NUMBER OF EXTRA DAYS	Text	Number of extra days is entered for each additional day of interest that should be calculated. This calculated amount is added to the first years' amortization schedule.																																										
AMORTIZATION TYPE	Text	SimpleDecreasing -Principal is equal each year while interest decreases (this is default) SimplePayment -Principal increase each year while interest decreases																																										

Parcel Information – click on the “parcels” tab. Provide the following information for each parcel being certified:

PIN	Text	The parcel number to be assessed. The parcel numbers must be entered with delimiters and the leading “0” must be entered if applicable. All PINS must have 17 characters including the delimiters. For example, parcel 01.026.21.11.0001 must be entered as 01.026.21.11.0001.
Project_Code	Text	A 9 character code beginning with S and a dash. The next 2 digits indicate your municipality, the last 5 digits are a project code assigned by you. The project code helps to identify the project. BE SURE TO ALSO INCLUDE ALL NEW PROJECTS ADDED THIS YEAR ON THE PROJECT INFORMATION TAB.
Benefit_Acres	Value	DO NOT USE-leave zeros in this column
Benefit_Percent	Value	DO NOT USE-leave zeros in this column
Benefit_Amount	Value	DO NOT USE-leave zeros in this column
Def_Payment_Years	Value	Certify deferred on separate tab-leave zeros in this column
Def_Principal_Years	Value	Certify deferred on separate tab-leave zeros in this column
Deferral_Type	Value	Certify deferred on separate tab-leave zeros in this column
Deferral_Status	Value	Certify deferred on separate tab-leave zeros in this column
Amortization_Type	Text- must be exact	SimpleDecreasing SimplePayment
Amortize_Years	Text	Number of years that the assessment will be paid over.
Interest_Rate	Value	Interest rate (2 decimals). 7% should be entered as 7.00
Init_Asmt_Amount	Value	Amount to be assessed against the parcel. Amounts must be rounded to 2 decimals. Amounts > 99999.99 do not need to be split so certify the full amount of the assessment. (this is a change from the past)