

Fiscal Year
2024-2025

Instruction Guide for Aggregated and Bulk Payment Processing



Transfers and Online Payments
For more than \$50,000

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Treasurer – Tax Collector



Madera County Treasurer-Tax Collector

Instruction Guide for Aggregated and Bulk Payment Processing

Introduction

The Madera County Treasurer-Tax Collector strongly encourages taxpayers, with a tax liability amount of \$50,000 or more, to make all payments electronically by E-Check or by ACH/Wire Transfer.

To assist in the large volume to be collected and with the number of payments to be processed the Madera County Treasurer-Tax Collector requires tax paying entities that make aggregate (total for the year) payments in the amount of \$50,000 or more to make all payments electronically.

The Madera County Tax Collector is committed to completing and posting your payment(s) as soon as possible. Provide all requested information to ensure timely processing.

Revenue and Taxation Code §2503.2 (b)

In accordance with the State of California Revenue and Taxation Code Section 2503.2 (b), the tax collector for any city, county, or city and county may, in his or her discretion, require any taxpayer, or any paying agent of a taxpayer or taxpayers, who makes an aggregate payment of fifty thousand dollars (\$50,000) or more on the two most recent regular installments on the secured roll or on the one installment of the most recent unsecured tax roll, to make subsequent payments by electronic funds transfer

Contact Information

Office Hours:	8:00 a.m. - 5:00 p.m. Monday – Friday (except legal holidays)
Mailing Address:	200 W 4 th St., 2 nd FL Madera, CA 93637
Wire Information	treasurer@maderacounty.com Phone: 559-675-7013
General Tax Payment & File Questions	taxcollector@maderacounty.com Tax: 559-675-7713

Visit www.maderacounty.com/50k for more information.

Outdated web browsers may encounter problems accessing certain pages from the Madera County Tax Collector website and may be susceptible to security vulnerabilities. It is recommended that the most recent web browser version be used.



Madera County Treasurer-Tax Collector

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This document is a reference guide and provides information on:

1. Excel Spreadsheet Format
2. Aggregated Payments template example
3. Saving your payment detail file
4. Acceptable file formats
5. Wire instructions
6. Payment options

This guide and the Aggregated Payments Template spreadsheet can be used for Current Secured, Supplemental, Defaulted and Unsecured property tax bill payments.

To get started download the Madera County Treasurer Tax Collector Template:

1. Go to www.maderacounty.com/50k to download the template.

The screenshot shows the website interface for the Madera County Treasurer-Tax Collector. On the left is a blue sidebar with a menu. The 'Aggregated Bulk Payments Over \$50,000' link is highlighted with a red box and a red arrow points to it from the left. The main content area has a white background with a blue header for the page title. Below the title are utility links for font size, share, feedback, and print. An illustration shows a hand sending a payment from a smartphone to another smartphone, with a stack of money in between. Below the illustration is a paragraph of text explaining the requirement for electronic payments for large amounts.

Government » Treasurer-Tax Collector » Property Tax Related Links »

Aggregated Bulk Payments and Wire Transfer Request for Payments over \$50,000

Font Size: + - + Share & Bookmark Feedback Print

If you do not receive your annual secured property tax bill by October 1st, please contact our office.

In an effort to streamline the handling of these large payments, the Madera County Treasurer - Tax Collector is requiring tax paying entities that make aggregate (total for the year) payments in the amount of \$50,000 or more to make all future payments electronically.

2. Navigate to the “Helpful Documents” section located to the bottom right and double-click to open the *Spreadsheet for Aggregated Payments template*.
3. The *Spreadsheet for Aggregated Payments template* provides the Tax Collector parcel payment details to ensure your tax payments are posted as requested.



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1. Excel Spreadsheet Format

- Follow the instructions for completing the spreadsheet to make sure your payment is considered timely.
- Changes to the formatting of the spreadsheet or the addition of other data may cause delays in the posting of your payment.
- The first installment of any bill must be paid in full before the second installment can be applied.

Each installment must be its own line item. Enter the installment number, parcel or supplemental bill number and the correct installment amount due. No partial payments are accepted. The amount of your tax liability is the amount to be paid.

Column	Header	Description	Req'd	Notes
A	ASMT Number	Assessment Number	YES	12 Digit Parcel Number
B	InstallmentNbr	Installment Number	YES	01' for First Installment 02' for Second Installment R' for Redeem Default
C	Bill Amount	Amount to be Paid	YES	Amount due on current bill

Note: All payments being submitted on the Unsecured roll should include the *Installment Number* and *Tax Year* being paid. Do not use special characters such as commas and dashes, Text Only.

Sample payment stub: **** IMPORTANT: Please format all cells as TEXT ****

ASMT Number	InstallmentNbr	Bill Amount
46070005000	02	40796.36

MADERA COUNTY SECURED PROPERTY TAXES - 2ND INSTALLMENT PAYMENT STUB

<p>ASMT NUMBER: 046-070-005-000 FEE NUMBER: 046070005000 LOCATION: CURRENT OWNER MADERA CA 93636</p>	<p>MAKE CHECK PAYABLE TO: Madera County Tax Collector 200 W 4th ST. MADERA CA 93637</p> <p style="font-size: 2em; font-weight: bold; text-align: center;">2ND</p> <p style="text-align: center; font-size: 1.5em;">2019 - 2020</p> <p style="text-align: center; border: 1px solid black; padding: 2px;">IF PAID BY 04/10/2020 \$40,796.36</p> <p style="font-size: 0.8em;">DELINQUENT AFTER 04/10/2020 (INCLUDES 10% PENALTY OF \$4,079.63 AND \$20.00 COST) \$44,895.99</p> <p style="font-size: 0.7em;">046070005000420198000040796362200004489599820198 04102020</p>
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2. Aggregated Payments Template Example

The parcel payment detail spreadsheet example below assumes the template for parcels payment detail is being submitted for the April payment due date. The first bill shown is the current secured second installment.

The next line shows a past due unsecured bill on the current fiscal year tax roll. In this example, two different assessments and a default ASMT is being paid.

Madera County 2024-2025 Annual Secured Property Taxes			
Business Name	<-- Business name / Owner of record		
TPT #	<-- Top paying taxpayer number		
Payment Due 4/10/2025	<-- Payment due date for the tax bill(s) you are paying		
ASMT Number	InstallmentNbr	Bill Amount	
123456789000	02	40796.36	<--Current Secured (2nd installment)
800123456000	01 2023	123.45	<-- Unsecured Bill
DEF123456789	R	9871.23	<--Defaulted Secured Payment
Grand Total		91587.4	

3. Saving your payment detail file

Reference your company name and amount being paid in the subject line of your email to avoid processing delays.

Save the spreadsheet and name the file "Company Name_Tax Liability" using the example below.

Example:

Company Name: ABC Inc.

Tax Liability: \$41,585.81.

- **File should be saved** as ABC Inc_41585.81.xlsx

4. Acceptable File Formats

- Microsoft Excel spreadsheet format (*.xls)
 - The cells need to be in TEXT format.
- TEXT (*.txt) file

Questions concerning payment files should be sent to taxcollector@maderacounty.com



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5. Wire Instructions

FOR TRANSACTIONS TO THE COUNTY OF MADERA VIA ACH OR WIRE:

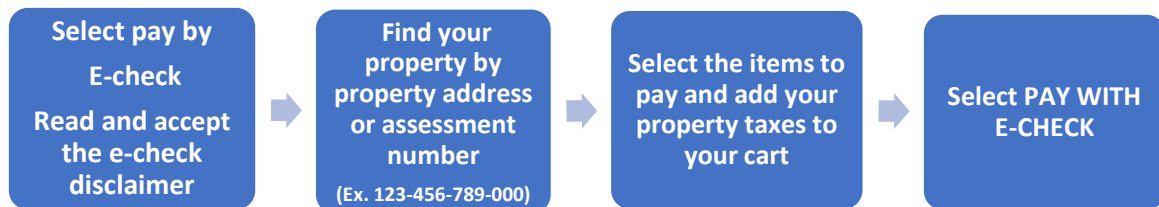
Beneficiary Bank:	Bank of America, N.A.
Bank Location:	Madera, CA
ACH/EFT Transfer Routing:	121000358
Wire Transfer Routing:	26009593
Account Name:	County of Madera, Treasury
Account Type:	Checking
Beneficiary Account Number:	Contact 559-675-7013 for this information

Contact the Madera County Treasurer at 559-675-7013 for questions concerning ACH or Wire information.

6. Additional Payment Options

Online: Detailed payment information can be found by visiting our website at www.maderacounty.com/treasurer

- E-Check is Free!
- Credit or Debit = 2.35% transaction fee



ACH or Wire Transfer: To submit your payment by ACH or by wire transfer please contact the Madera Treasurer via e-mail, treasurer@maderacounty.com or by phone 559-675-7013 for complete payment instructions.

Complete the [Wire Transfer Request for Bulk Payment Processing](#) form and *email* with the [Aggregated Payments Template](#) of tax liabilities to taxcollector@maderacounty.com

Note: Wire transfers are regulated under the Electronic Fund Transfer Act (EFTA). Financial institutions often impose daily transaction limits on deposits and withdrawals from accounts. The maximum amount you can send internationally will be determined by the bank or international money transfer service you choose to use.

ACT EARLY, Funds must settle with the county Treasury on or before the delinquent date of December 10, 2024, and April 10, 2025, to avoid penalties.