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INFORMATION AND INSTRUCTIONS FOR FILING AFFIDAVIT OF MAILING

Affidavit of Mailings will only be accepted within 180 days of the original mailing date of the remittance. The attached affidavit must be completed in full. Return the completed, signed form along with the following documentation:

1. Copy of the check register showing the check numbering sequence and the date of issuance for checks written in the same month as the check in question
2. Copy of the two (2) monthly bank statements (or a printout from online banking showing two (2) months of transactions, along with the available balance in account) issued after the date the check was written, showing that the check in question has not cleared the bank
3. Copy of “stop payment” order placed with your financial institution for the missing check
4. A replacement check for the tax obligation

The California Property Law, Section 2512.5, states: If a remittance to cover a payment required by law to be made to a taxing agency prior to a specified date and hour is deposited in the United States mail in a sealed envelope, properly addressed with the required postage prepaid, the remittance will be deemed received on the date shown by the post office cancellation mark stamped upon the envelope containing the remittance or on the date it was mailed, if proof, satisfactory to the tax collector, establishes that the mailing occurred on an earlier date. The taxing agency is not required to accept such a payment actually received in the mail if it is received more than 30 days after the date and time set by law for the payment.

Notice: The date contained on an office mailing machine or other non-United States post office cancellation or posting date is not acceptable.

Revenue & Taxation Code Section 2605 – The first installment of secured taxes is due November 1 and delinquent December 10 at 5:00 p.m.

Revenue & Taxation Code Section 2606 – The second installment of secured taxes is due February 1 and delinquent April 10 at 5:00 p.m.

GENERAL INFORMATION

Penalties are generally not canceled due to taxpayers’ unfamiliarity of the law. Unusual circumstances/events, which include compliance with the provisions of the law, are the usual basis on which penalties may be canceled.

Please direct all questions regarding this affidavit or the Revenue and Taxation codes to: Sonoma County Auditor-Controller Treasurer-Tax Collector, 585 Fiscal Drive, Suite 100, Santa Rosa, Ca 95403 (or PO Box 3879, Santa Rosa, Ca 95402), or telephone (707) 565-2281.

Sonoma County Tax Collector
P.O. Box 3879
Santa Rosa, CA 95402-3879
Phone: 707 565-2281
Fax: 707 565-2610

SONOMA COUNTY TAX COLLECTOR AFFIDAVIT OF MAILING

Claimant: _____

Address: _____

City: _____ State/Zip: _____

Telephone: Home: _____ Work: _____

Fee Parcel Number	1. Secured 2. Unsecured 3. Supplemental	Installment Number	Tax Amount	Date Paid

Affidavit:

I, _____, do hereby declare under penalty of perjury that I deposited my check, payable to the Tax Collector of Sonoma County, for payment of taxes on the above referenced parcel/parcels in the United States mail with postage prepaid, in an envelope addressed to the Tax Collector of Sonoma County, on the date of _____.

Check # _____ Amount \$ _____

Name of Bank : _____ Mailed From: _____

Signature _____ Date _____

----- For office use only -----

Verified by: _____

Reviewed by: _____ Title: _____

Action taken: _____ Date: _____