

MEDIA TRANSMITTAL FORM
HOMEOWNERS' EXEMPTION CLAIM RECORDS



This form must be completed and included with all media submitted for processing. Submit the form and media to:

Board of Equalization
 County-Assessed Properties Division
 Homeowners' Exemption Coordinator
 PO Box 942879 MIC: 64
 Sacramento, CA 94279-0064

MARK CHURCH
Assessor - County Clerk - Recorder
 555 County Center, First Floor
 Redwood City, CA 94063-1665
 Phone: (650) 363-4500
 Fax: (650) 599-7435
 email: assessor@smcacre.gov
 web: www.smcacre.gov



STATE OF CALIFORNIA
BOARD OF EQUALIZATION
www.boe.ca.gov

COUNTY		COUNTY NUMBER	DATE SUBMITTED		
MAILING ADDRESS (STREET ADDRESS OR PO BOX)		CITY	STATE	ZIP	
CONTACT PERSON		TELEPHONE ()	E-MAIL ADDRESS		
MEDIA TYPE		<input type="checkbox"/> CD/DVD <input type="checkbox"/> CARTRIDGE <input type="checkbox"/> DISKETTE <input type="checkbox"/> SECURE E-MAIL	FILENAME	FILETYPE <input type="checkbox"/> AH <input type="checkbox"/> FL	
MEDIA TYPE		<input type="checkbox"/> CD/DVD <input type="checkbox"/> CARTRIDGE <input type="checkbox"/> DISKETTE <input type="checkbox"/> SECURE E-MAIL	FILENAME	FILETYPE <input type="checkbox"/> AH <input type="checkbox"/> FL	
PROCESS TYPE (IF NEITHER R NOR A IS CHECKED, DATA IS PROCESSED AS NEW)					
<input type="checkbox"/> R=RERUN (Overrides previously loaded data) <input type="checkbox"/> A=ADDITIONAL (Add more data received) <input type="checkbox"/> N=NEW FILE (neither rerun nor additional)					
UPDATE	CHECK AS APPLICABLE				
1	<input type="checkbox"/> INITIAL SUBMISSION	<input type="checkbox"/> ALL HOMEOWNERS	<input type="checkbox"/> ALL DISABLED VETERANS		
2	<input type="checkbox"/> PROCESSED MCL #1	<input type="checkbox"/> LATE FILED CLAIMS INCLUDED ON MCL	<input type="checkbox"/> LATE FILED CLAIMS PROVIDED SEPARATELY	<input type="checkbox"/> INCLUDES DISABLED VETERANS	
3	<input type="checkbox"/> MCL #2 RETURNED DATA	<input type="checkbox"/> LATE FILED CLAIMS INCLUDED ON MCL	<input type="checkbox"/> LATE FILED CLAIMS PROVIDED SEPARATELY	<input type="checkbox"/> INCLUDES DISABLED VETERANS	
FINAL	<input type="checkbox"/> MCL #3 - NO NEW CLAIMS	DO NOT INCLUDE NEW CLAIMS - RETURN PROCESSED MCL ONLY			

NOTES

THIS DOCUMENT IS NOT SUBJECT TO PUBLIC INSPECTION



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