



County of Shasta
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TIMELINE FOR EXCESS PROCEED PAYMENTS

- There is a one-year period to submit claims for excess proceeds. The one-year period starts from the date the Tax Deed to Purchaser has been recorded for the new owner. The deed is usually recorded within 30 days of the tax auction (usually in March). During this one-year period the Tax Collector's office may perform a preliminary review of any claims received. Complete review will not take place until after the one-year deadline. There are two complete review processes.
- Once the deadline has passed (March of the following year) files are prepared by our office for the first complete review process. This process can take several weeks depending on the complexity of each claim. When the first approved ordered review process is completed, each claim will have a recommendation of "approval or denial".
- The files are then provided to Council for the second and final review. This can take several weeks to several months depending on Council's workload and the complexity of each claim.
- There is no tax code restricting the review process time. The first and second complete review process can take as much time as needed to fully review the claims.
- Once our department receives the final recommendation from Council a final determination letter is prepared and mailed to each claimant. This letter notifies the claimant as to the status of their claim (approved or denied) and states there is a 90-day deadline from the date of the letter to file an action or proceeding with Superior Court if the claimant does not agree with the findings.
- Once the 90-day period has passed and if there are no disputes, the final check distribution letters are prepared. These letters are first submitted to the Shasta County Auditor to request Vendor ID numbers for each claimant. The Vendor ID number is required to start the check printing process. This can take one to two weeks for our office to receive the checks.
- Once the checks are picked up by our office, they are sent by certified mail to each approved claimant to the address noted on the claim.
- Checks are generally mailed to approved claimants anywhere between August and December after the March deadline to submit a claim. The total approximate timeframe from the date the Tax Deed to Purchaser is recorded and checks mailed to approved claimants is approximately 1 year 5 months to 1 year 9 months.
- Our office does not process one file/parcel at a time. All files for each parcel sold go through the review process at the same time. This ensures we only have one 90-day deadline date to keep track of.
- **PLEASE NOTE:** each time a claimant requests information from the excess proceed file, that file is pulled from the review process then resubmitted for review. This can slow the review process for all claims.