

# INSTRUCTIONS FOR COMPLETING THE TRANSFER TAX DECLARATION

DOCUMENTARY TRANSFER TAX: \$ 1

CITY TRANSFER TAX: \$ 2

COMPUTED ON FULL VALUE OF PROPERTY CONVEYED.

**3** -or-

COMPUTED ON FULL VALUE LESS LIENS AND ENCUMBRANCES ASSUMED.

4  
SIGNATURE OF DECLARANT OR AGENT DETERMINING TAX

CITY OF 5  UNINCORPORATED

- 1** Enter the amount of documentary transfer tax due. The tax amount must be evenly divisible by \$0.55.

**Note:** If the amount of tax declared is \$0.00, an explanation must be provided below the tax declaration. For example:

- Gift
- Liened to full value
- Exempt under Revenue & Taxation Code § \_\_\_\_\_  
(fill in the R&T Code section)

Refer to the fact sheet on [Transfer Tax Exemptions under Revenue & Taxation Code](#) for further information.

- 2** Enter the amount of city transfer tax due (if applicable).
- 3** Check the appropriate box to indicate which value was used to calculate the amount of tax due.
- 4** The person making the declaration must sign here.
- 5** If the property is located within a city's limits, enter the name of the city; otherwise, check the box for "unincorporated." Cities in Sacramento County are: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova, and Sacramento.