May 15, 2025

County Auditor-Controllers

**SUBJECT: Vehicle License Fee Adjustment Amount Certification**

According to Revenue and Taxation Code section 97.70 (c)(5), as amended by Chapter 329, Statutes of 2019, the Auditor-Controller of each county is required to report the Vehicle License Fee Adjustment Amount (VLFAA) for the county and each city in that county in an electronic format to the State Controller’s Office (SCO) by June 30 of each fiscal year.

Enclosed is the electronic VLFAA form in Excel and the certification form for your use. Please submit the completed VLFAA form in Excel format and a signed, scanned copy or an electronically signed certification, using the SCO [Data Exchange Portal](https://dep.sco.ca.gov/) (DEP). Copies of the forms and the DEP Annual Report Submission Instructions are available on the SCO [website](https://www.sco.ca.gov/ard_payments_annual_report_submissions.html).

Please contact Ivy Tran by telephone at (916) 464-1905 or by email at [ITran@sco.ca.gov](mailto:ITran@sco.ca.gov) with any questions, or for additional information.

Sincerely,

*Original Signed by*

Melma Dizon

Manager, Local Apportionments Section

Enclosures