

## **AGENT AND OWNER PROTEST IMPORT FILES**

If you have a number of protests to file, a Protest Import File is available in Excel format. The only information required is the Property Identification Number (PID) and the reasons(s) for the protest. Additionally, you may request the District's evidence to be used at the protest hearing.

There are two import files: one for tax agents and one for property owners. Please use the correct file to ensure that your protests are generated properly.

To request the Protest Import File, please email [protests@jcad.org](mailto:protests@jcad.org). Once you have entered all of the accounts you are protesting, please return the Protest Import File to the same email address. An email will be sent to you confirming receipt of the file. **PLEASE INCLUDE THE NAME AND TELEPHONE NUMBER OF YOUR CONTACT PERSON IN THIS EMAIL.**