

OFFICE OF THE  
ASSESSOR-RECORDER  
SAN FRANCISCO



PHIL TING  
ASSESSOR-RECORDER

**For Immediate Release**

Date: Wednesday, March 28, 2012

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**\*\*\* PRESS RELEASE \*\*\***

**Assessor-Recorder Phil Ting Reminds San Francisco Business Owners of Upcoming April 2<sup>nd</sup> Deadline to File Business Personal Property Statement**

**San Francisco, CA**– San Francisco Assessor-Recorder Phil Ting reminds all business owners that the Assessor’s Office deadline for filing their business property statement, Form 571-L or 571-R, is Monday, April 2<sup>nd</sup>, 2012. A statement is required unless the Assessor’s Office has already established the value of the business property and sent out a notification of “direct billing” or “low value” exemption.

Per Revenue and Taxation Code, Section 441, business owners must file a statement if the Assessor’s office has sent a Form 571-L or the taxable business property is worth \$100,000 or more and located within San Francisco as of January 1<sup>st</sup>.

Business personal property includes all machinery, equipment, fixtures, construction in progress and leasehold improvement held or used in connection with the trade or business. In general, business personal property is all property owned or leased by a business except licensed vehicles, business inventory, intangible assets or application software.

Completed forms may be mailed to the Business Personal Property Division at 875 Stevenson St., Room 300, San Francisco, CA, 94103. In addition, business owners who have received a personal identification number (PIN) in addition to their account number may e-File their statement at the link provided with their statement.

A training video on how to fill out the form is also available to help business owners. The video can be found on the main page of the Assessor-Recorder’s website or on YouTube at <http://goo.gl/vS8hM>.

A 30-day extension is available for reasonable cause until May 1<sup>st</sup> but must be requested in writing and sent to the Business Personal Property Division at the address listed above. Business owners who submit statements by the April 2<sup>nd</sup> deadline should receive their bills by the end of July with payment due on or before August 31<sup>st</sup>.

For more information, please visit the Assessor-Recorder’s website at [www.sfassessor.org](http://www.sfassessor.org), email [askbpp@sfgov.org](mailto:askbpp@sfgov.org) or call the Business Personal Property Division at (415) 554-5531.

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