



Responses To Notice Deadline: March 2, 2016

Form 571-L Due Date: April 1, 2016

Last Day To File Without Penalty:
May 7, 2016

Account #: _____

Online PIN #: _____

LOCATION:

LOW VALUE EXEMPTION NOTICE

February 10, 2016

Dear Business Owner:

This notice informs you of your business property filing obligations for 2016. State law requires business owners to file a Form 571-L Business Property Statement annually with the County Assessor for every business located within the County (R & T Code, Sec. 441(a)). You may have not filed the Form 571-L in past years because your business personal property value has not exceeded \$4,000 (exempt per San Francisco City Ordinance 308-97), however you may be required to file the Form 571-L this year if the business information has changed. Please read the entire Notice to determine your filing requirements.

Changes to Business Information

- If the business name, location, mailing address, and owner's name listed above has changed, or
- If the business closed or went out of business before January 1, 2016

Then, by **March 2, 2016**, please complete and mail Page 2 of this Notice indicating the change and we will update the business information record. Please keep a copy of this document for your records.

Changes to Business Personal Property Value

According to our records, your business personal property value does not exceed \$4,000. Under San Francisco City Ordinance 308-97, personal property on the unsecured roll with a total value of four thousand dollars (\$4,000) or less is exempt from property taxation.

- **If the value of all business personal property still does not exceed \$4,000 as of January 1, 2016**, then no action is required. You will not receive an Unsecured Property Tax Bill for the Fiscal Year (July 1, 2016 through June 30, 2017).
- **If the value of all business personal property now exceeds \$4,000 as of January 1, 2016**, then you are required by law to file a Form 571-L by **April 1, 2016**. This refers to the aggregate value of all property owned, possessed or controlled by the business. Please read the instructions below for more information on this process. The last day to e-File without incurring a penalty is May 7, 2016; the penalty for filing after May 7, 2016 is 10% of the total assessed value.

Please note that we no longer mail paper copies of the Form 571-L and attachments. Instead, we encourage you to file the Form 571-L using our online portal. There, you can e-File the Form 571-L or you can download the form to complete and mail.

Instructions for Completing your Form 571-L

Our office will begin accepting e-Filed statements through our online portal on **February 16, 2016**. To begin this process, visit www.sfassessor.org/efile and log in using the Account Number and PIN at the top of this notice. The Account Number and PIN are unique to your business, provide secure access to your statement, guard your confidential information, and protect your privacy. Once you are logged in, you can e-File or you can download, print, complete, and mail the Form 571-L.

- (1) **E-File Directly Online:** E-File is a free online application that allows businesses to file the Form 571-L quickly and securely. No new software is needed to e-File, and e-Filing allows businesses to receive an immediate online confirmation once a statement is submitted. In addition, once a business has e-Filed, prior year e-Filed statements will be viewable online. Visit www.sfassessor.org/efile and log in to begin the process.
- (2) **Download, Print, Complete, Sign and Mail:** Businesses may also submit the Form 571-L by downloading and printing your statement from www.sfassessor.org/efile. By using your business' Account Number and PIN (provided on page 1 of this Notice), the Form 571-L will print with a bar code that is **required** for all statements received by mail. If you do not have internet access, you may use a public computer located at 1155 Market Street, 5th Floor, at City Hall Room 190, or at a local branch public library. Please remember to bring this Notice with you. Completed and signed Form 571-L should be mailed to: San Francisco Assessor-Recorder, 1155 Market Street, 5th Floor, San Francisco, CA 94103.

IMPORTANT: We will not accept paper statements without our system generated barcode. If you are submitting the Form 571-L by mail, or if a representative prepares and/or files the Form 571-L on your behalf, you must attach the Form 571-L with the barcode that is associated with your Account Number and PIN. The barcode is necessary to avoid duplicate assessments and other unintended errors.

For more information, please go to www.sfassessor.org/manual571L to access our online reference guide, which provides an overview of the statutory requirements for filing, answers to Frequently Asked Questions (FAQs), etc.

Sincerely,



Carmen Chu
Assessor-Recorder

這封信的中文翻譯可見於我們的網址: www.sfassessor.org/forms-chinese 或致電 (415) 554-5531 查詢。

Una traducción de esta carta en español se puede encontrar en nuestra página de la red: www.sfassessor.org/forms-spanish o usted puede contactarnos llamando a (415) 554-5531 para asistencia.

Ang pagsasalin ng sulat na ito sa Tagalog ay matatagpuan sa aming website:

www.sfassessor.org/forms-tagalog o maari kayong tumawag sa (415) 554-5531 para sa tulong.

CHANGES TO BUSINESS INFORMATION: If your business information has changed as of January 1, 2016, please check the appropriate box and provide the new information. Sign and return this Notice by **March 2, 2016** to: San Francisco Assessor-Recorder, 1155 Market Street, 5th Floor, San Francisco, CA 94103.

Owner's Name:

Account #:

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|--------------------------|--------------------------------------|---------------|-------|
| <input type="checkbox"/> | Business Closed/Went out of business | Date closed: | _____ |
| <input type="checkbox"/> | New Business Location: | Date moved: | _____ |
| <input type="checkbox"/> | New Owner's Name: | Date changed: | _____ |
| <input type="checkbox"/> | New Mailing Address: | | _____ |
| <input type="checkbox"/> | New Business Name: | | _____ |

Signature of Assessee

Date

Name of Assessee

Title

Business Account Number (BAN)

Telephone No.

E-mail address