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Responses To Notice Deadline: March 3, 2017

Form 571-L Due Date: April 3, 2017

Last Day To File Form 571-L Without Penalty:
May 8, 2017

Account #: _____

Online PIN #: _____

LOCATION:

DIRECT BILL NOTICE

February 13, 2017

Dear Business Owner:

This Notice informs you of your business property filing obligations for 2017. State law requires business owners to file the Form 571-L Business Property Statement annually with the County Assessor for every business located in the County (R & T Code, Sec. 441(a)). You may have not filed the Form 571-L in past years because you were on Direct Billing (assessment based on existing information in our records), 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.

No Changes to Business Personal Property Value or Business Information

- If the business name, business location, mailing address, and owner's name listed above has **not** changed,
- If the value of your business personal property has **not** changed, and
- If the business is still open (i.e. did **not** go out of business prior to January 1, 2017)



Then no action is required. You do not need to file a Form 571-L Business Property Statement this year. The business personal property assessment and Unsecured Property Tax Bill for the fiscal year (July 1, 2017 through June 30, 2018) from the Treasurer & Tax Collector's Office will be based on existing information in our records.

Changes to Business Information

- If the business name, business location, mailing address, or owner's name listed above **has** changed, or
- If the business moved, closed or went out of business before January 1, 2017



Then, by **March 3, 2017**, please complete and mail Page 2 of this Notice to our office 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

If there have been changes in the value of your business personal property as of January 1, 2017



Then, by **April 3, 2017**, you are required by law to file a Form 571-L Business Property Statement. Please read the instructions below for more information on this process. The last day to e-File without incurring a penalty is May 8, 2017; the penalty for filing after May 8, 2017 is 10% of the total assessed value.

Instructions for Completing your Form 571-L

Our office will begin accepting e-Filed statements through our online portal on **February 21, 2017**. To begin this process, visit www.sfassessor.org/efile and log in using the Account Number and PIN at the top of Page 1. Once you are logged in, you can e-File or you can download, print, complete, and mail the Form 571-L. For more information, please go to www.sfassessor.org/manual571L-R-STR to access our online reference guide, which provides an overview of the statutory requirements for filing, answers to Frequently Asked Questions (FAQs), etc.

(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.

(1) **Download, Print, Complete, Sign and Mail:** Businesses may also submit the Form 571-L by mail. You may download and print your statement by visiting www.sfassessor.org/efile and log in using your business' Account Number and PIN (provided on Page 1 of this Notice). 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 statements should be mailed to:

Office of the Assessor-Recorder
Business Personal Property Division
1155 Market St., 5th Floor
San Francisco, CA 94103

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.

**If you would like to receive future notices from our office in a language other than English, please submit an online request using the link below

Request Online / Solicitud por internet/ 網上申請 : sfassessor.org/biz-language-preference

CHANGES TO BUSINESS INFORMATION: If your business information has changed as of January 1, 2017, please check the appropriate box and provide the new information. Sign and return this Notice by **March 3, 2017** to: San Francisco Assessor-Recorder, 1155 Market Street, 5th Floor, San Francisco, CA 94103.

Owner's Name:

Account #:

- Business Closed/Went out of business Date closed: _____
- New Business Location: _____ Date moved: _____
- New Owner's Name: _____ Date changed: _____
- New Mailing Address: _____
- New Business Name: _____

Signature of Assessee

Date

Name of Assessee

Title

Business Account Number (BAN)

Telephone No.

E-mail address