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Form 571-L Due Date: April 2, 2018

Last Day To File Without Penalty:
May 7, 2018

Account #: _____

Online PIN #: _____

LOCATION:

NOTICE OF REQUIREMENT TO FILE 2018 FORM 571-L BUSINESS PROPERTY STATEMENT

February 12, 2018

Dear Business Owner:

This Notice informs you of your business personal property filing obligations for 2018. State law requires business owners to file the Form 571-L Business Property Statement annually with the County Assessor for every business located within the County (R & T Code, Sec. 441(a)). **The Form 571-L is due on Monday, April 2, 2018.** The last day to submit the Form 571-L without incurring a penalty is May 7, 2018, the penalty for filing after May 7, 2018 is 10% of the total assessed value.

Depending on the size of your business and capabilities, you have **two options** for filing the Form 571-L:

1. Large business filers can upload data files to the central statewide Standard Data Record system (SDR), or
2. File a hard copy Form 571-L Business Property Statement with our office.

Large Business Filers – Standard Data Record System (SDR):

Large business filers with multiple locations in one or more counties should use the SDR network to submit statements (data files) all in one upload. Programming or special software is required to create SDR data files in the approved XML format. SDR users are required to register online at the SDR homepage (www.calbpsfile.org). To request a copy of the XML schema, download the Schema Request Form from the SDR website by clicking “Links” and then “Forms.”

File the Form 571-L by mail:

The Form 571-L will be available for download on our online portal on February 20, 2018. To begin this process, visit www.sfassessor.org/efile and log in using the Account Number and PIN at the top of this Notice. Once you are logged in, follow the instructions on the online portal.

The Account Number and PIN are unique to your business and will generate a Form 571-L with a bar code that is **associated with your business**. Please remember that the PIN is case sensitive, is only good for this year and is non-transferable. The Account Number and PIN also provide secure access to your statement, guard your confidential information, and protect your privacy. If you lost your PIN, you may retrieve it by going to the e-File logon page and select Forgot My PIN.

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

Additional Resources to Assist Businesses in Completing the Form 571-L

- **Online Manual:** This reference guide provides an overview of the statutory requirements for filing, answers to frequently asked questions (FAQs), and step-by-step instructions for completing the Form 571-L. To access the manual, please go to www.sfassessor.org/manual571L-R-STR.
- **In-Person Workshops:** The Office of the Assessor-Recorder has scheduled two workshops to assist businesses in learning how to complete the Form 571-L. The “How Do I Fill Out a Form 571-L?” workshops will be held on March 27, from 12:00pm to 1:00pm, and from 4:00pm to 5:00pm. If you are interested in attending, please RSVP at askbpp@sfgov.org.
- **Visit or Call our Office:** Our regular business hours are Monday through Friday, 8:00am to 5:00pm. In addition, business hours will be extended until 6:00pm from March 29th to April 1st. If you wish to visit our office, the Business Personal Property Division (BPP) is located at 1155 Market Street, 5th Floor. You can also reach us by phone at (415) 554-5531 and email at askbpp@sfgov.org.

Sincerely,



Carmen Chu
Assessor-Recorder

IMPORTANT:

Keep your hardcopy statement in a safe place.
The Account Number provides secure access to your statement, guards your confidential information and protects your privacy.