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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 PERSONAL 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 Personal Property Statement annually with the County Assessor for every business located within the County (R & T Code, Sec. 44(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 are receiving this Notice because you are required to file the Form 571-L this year. The Form 571-L is due on Monday, April 2, 2018. The last day to file without incurring a penalty is May 7, 2018; the penalty for filing after May 7 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 are directing you to e-File the Form 571-L using our online portal. There, you can e-File the Form 571-L or you can download the form and mail a completed statement to our office. Please read the instructions below for more information on this process.

Instructions for Completing the Form 571-L

Our office will begin accepting e-Filed statements through 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. The Account Number and PIN are unique to your business, provide secure access to your statement, guard your confidential information, and protect your privacy.

Please remember that the PIN is case sensitive, is only good for this year and is non-transferable. If you lost your PIN, you may retrieve it by going to the e-File logon page and select Forgot My PIN.

Once you are logged in, choose your preferred filing option and follow the instructions on the online portal:

- (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 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

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 to Fill Out Form 571-L?” workshops will be held on March 27, from 12:00pm to 1:00pm, and from 2:00pm to 5:00pm. If you are interested in attending, please e-mail askbpp@sfgov.org to RSVP.
- **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 7:00pm from March 29th to April 2nd. If you wish to visit our office, the Business Personal Property Division (BPPD) 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

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 pagsalalin 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

網上申請 www.sfassessor.org/forms-print-internet-language-preference