



**NOTICE TO FILE  
2018 FORM 571-L BUSINESS PROPERTY STATEMENT  
STANDARD DATA RECORD (SDR)**

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 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)). **The Form 571-L Business Property Statement 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 late filing is 10% of the total assessed value.

We appreciate that you filed your 2017 Form 571-L Business Property Statement online using the Standard Data Record (SDR) system, and we direct you to use the SDR system to file your 2018 Business Property Statement this year.

Programming and special software are required to create SDR data files in the approved XML schema. SDR users are required to register online at the SDR homepage ([www.sfbpsfile.org](http://www.sfbpsfile.org)). To request a copy of the Excel schema, download the Schema Request Form from the SDR website by clicking "Links" and then "Forms." Filing instructions, help screens, and reference materials are provided on the SDR website. Filers using SDR can print a completed Form 571-L with schedules, filing confirmation and the exact time it was submitted. Statements are stored online for seven years, so you have access to previously submitted statements. Access is protected with Login ID and Password. Statements are encrypted and transmitted on a secured site to protect confidential information.

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<b>Account Number</b>	See attachment	<b>Property Location</b>	See attachment
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**2018 STATEMENT DUE DATE AND LATE FILING (PENALTY) DATE**

<b>April 2, 2018</b>	<b>Business Property Statements Are Due</b>
<b>May 7, 2018</b>	<b>Last Day to file without penalty</b>

Filing deadlines are established in Revenue and Taxation Code Sections 441(b) and 463 and apply to all 571-L filing methods. File on time to avoid a late filing penalty. **No filing extension will be granted.**

Please note that our office no longer mails paper statements to businesses. If you have any questions, please call (415) 554-5531.

Sincerely,

*Carmen Chu*

Carmen Chu  
Assessor-Recorder

**IMPORTANT: KEEP THIS NOTICE IN A SAFE PLACE. This Account Number and PIN provides secure access to your statement, guards your confidential information and protects your privacy.**

**List of Property Location**

**Account #      Property Location**

SAMPLE