



[ACCOUNT NAME]  
[MAILING ADDRESS]

Info to log into the San Francisco E-File Portal:

Entity ID #: \_\_\_\_\_

PIN #: \_\_\_\_\_

Filing Due Date: April 1, 2024

Last Day To File Without Penalty: May 7, 2024

### DIRECT BILL NOTICE

January 29, 2024

Dear Business Owner:

**REQUEST OF SERVICE VIA OUR NEW ONLINE TAXPAYER PORTAL <https://online.sfassessor.org> PROVIDES MORE PROCESS EFFICIENCY AND ENHANCES THE CUSTOMER EXPERIENCE FOR ANNUAL FILINGS AND INQUIRIES.**

This Notice informs you of your business property filing obligations for 2024. **Your business may not be required to file for 2024.** However, State law requires business owners to file the Business Property Statement annually with the County Assessor for every business located in the County (R & T Code, Sec. 441(a)) **if the aggregate cost of your business personal property is \$100,000 or more**, and/or if requested by the Assessor. Please read this 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 on Page 2 has **not** changed,
- If the cost 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, 2024)



Then no action is required. You do not need to file a Business Property Statement this year. The business personal property assessment and Property Tax Bill for the fiscal year (July 1, 2024 through June 30, 2025) sent by 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 on Page 2 **has** changed, or
- If the business moved, closed or went out of business before January 1, 2024



Then go to the e-File portal to update your account information for any move, close, sold and other changes. Go to <https://online.sfassessor.org> and enter your Entity ID and PIN to log in.

Changes to Business Personal Property Costs or Aggregate Cost of all properties is \$100,000 or more

If there are business properties that have been acquired and/or disposed of as of January 1, 2024

- If the aggregate cost of all properties is \$100,000 or more, then the business owner has to file the business property statement/s
- If there is a/are new location/s that need to be reported



- Then, by **April 1, 2024**, you are required by law

to file a Business Property Statement at our e-File portal, <https://online.sfassessor.org>  
The last day to e-File without incurring a penalty is **May 7, 2024**; the penalty for filing after May 7th is 10% of the total assessed value.

Instructions for completing your filing

Please note that we no longer mail paper copies of the tax forms and attachments. There are 2 options for filing your statement(s):

- (1) E-File Directly Online: e-File statements through our new online portal starting **February 1, 2024**. To begin this process, visit <https://online.sfassessor.org> and click on "Sign Up/Login" to create an account. You can create your own account, or you can sign in using Google or Facebook. Please note that if you are setting up your own account, your username must be in the format of an email (it can be the same as your email as well). Once you login, you can click on 'Associate Your Property' to obtain access to your property(ies). You will need to use the Entity ID and PIN at the top of this Notice to associate to your property. The Entity ID 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, please contact Customer Support on the portal.

- (2) Hardcopy Filing: Businesses may also submit annual filings by mail. You may choose Request Hardcopy through <https://online.sfassessor.org> and request this from us. We will email the hardcopy to you. If you do not have internet access, you may use a public computer located at City Hall Room 190, or at a local branch public library. Please remember to bring this Notice with you. Completed, signed statements should be mailed to:

Office of the Assessor-Recorder, Business Personal Property Division  
1 Dr Carlton B Goodlett Place, Rm 190, San Francisco, CA 94102

Business type, Form type and filing requirements; Property Location details:

- General businesses – File 571-L

Doing Business As:

████████████████████

Property Location ID:

████████████████

Location/Situs:

████████████████████

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 applicable business property statements. To access the manual, please go to [www.sfassessor.org/manual571L-R-STR](http://www.sfassessor.org/manual571L-R-STR)

Office of the Assessor-Recorder, Business Personal Property Division  
1 Dr Carlton B Goodlett Place, Rm 190, San Francisco, CA 94102  
Tel 415-554-5531 • Email: [askbpp@sfgov.org](mailto:askbpp@sfgov.org) • Website: [www.sfassessor.org](http://www.sfassessor.org)

- You can reach us by phone at (415) 554-5531 or by email at [askbpp@sfgov.org](mailto:askbpp@sfgov.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'JT' followed by a stylized flourish.

Joaquín Torres  
Assessor-Recorder