



[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

## NOTICE OF REQUIREMENT TO FILE 2024 BUSINESS PROPERTY STATEMENT

January 27, 2024

Dear Business Owner:

**E-FILE OF STATEMENTS AND 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 personal property filing obligations for 2024. **Your business is being required by the assessor to file for 2024.** State law requires business owners to file the Business Property Statement annually with the County Assessor for every business located within the County (R & T Code, Sec. 441(a)). The last day to file without incurring a penalty is **May 7, 2024**; penalty for filing after May 9th is 10% of 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)
- 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 'J2 Torres'.

Joaquín Torres  
Assessor-Recorder