



[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

**STANDARD DATA RECORD (SDR) SYSTEM NOTICE  
2024 BUSINESS PROPERTY STATEMENT**

January 2, 2024

**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.**

Dear Business Owner:

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.

*Our E-File Portal is the most efficient way for taxpayers to file business personal property annual statements; however, SDR registered businesses are also able to use the statewide SDR Portal.*

Instructions for e-filing your business statements through the SDR System:

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.calbpsfile.org](http://www.calbpsfile.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.

Instructions for e-filing or downloading your business statements through San Francisco's E-File Portal:

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 01, 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 address (it can be the same as your email address as well). Once you login, you can click on ‘Add Account/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.
  
- (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

<b>Doing Business As:</b>	<b>Property Location ID:</b>	<b>Location/Situs:</b>
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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,



Joaquín Torres  
Assessor-Recorder

Office of the Assessor-Recorder, Business Personal Property Division  
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