

March 3, 2025

Business Personal Property Filing: What You Need to Know

As the **May 7, 2025** deadline for **Business Personal Property (BPP) filing** approaches, the Sacramento County Assessor's Office wants to ensure that businesses are informed and prepared. Filing your **Business Property Statement (Form 571-L)** accurately and on time helps you stay compliant and avoid penalties. Below are some key reminders and tips to assist you with this process.

Who Needs to File?

- Businesses that **receive a request from the Assessor's Office** to file Form 571-L
- Businesses that **own taxable personal property with a total cost of \$100,000 or more**

Even if you believe you have nothing to report, failure to file can result in a **10% penalty** on the assessed value.

Important Deadlines

- **January 1, 2025:** Filing period begins
- **May 7, 2025:** Deadline to file without penalty
- **Late filings after May 7:** are subject to a **10% penalty**

What is Taxable?

Business personal property includes:

- ✓ Office furniture, computers, and equipment
- ✓ Machinery, tools, and leasehold improvements
- ✓ Supplies used in the business operations
- ✓ Any tangible property used or owned by the business

What is **not taxable**?

- ✗ Business inventory
- ✗ Licensed vehicles (registered with the DMV and subject to a Vehicle License Fee)

E-Filing for Convenience

Sacramento County businesses can take advantage of **electronic filing (e-filing)** for a faster, more efficient process. If you receive a mailed notice to file, it will contain an **e-file PIN** and instructions on how to file online.

Record-Keeping Best Practices


- Maintain **purchase invoices, depreciation schedules, and disposal records** for all business assets.
- Ensure that reported **costs match your accounting records** to avoid errors.
- If equipment or furniture has been **sold, scrapped, or transferred**, be sure to **remove it from your statement**.

Avoid Common Filing Mistakes

- ✘ Failing to report newly acquired assets
- ✘ Not removing disposed or non-existent assets
- ✘ Missing the filing deadline, resulting in penalties

Need Assistance?

The Sacramento County Assessor's Office is here to help! If you have questions about your filing requirements or need assistance, please contact us:

 **(916) 875-0730**

 ppdutyapr@saccounty.gov

 <https://assessor.saccounty.gov>

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Sacramento County Assessor

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