

Sacramento County Assessor's Office
Business Property Statement Guidelines

To simplify completion of this annual form, please see the e-File insert on Page 2.

GENERAL INSTRUCTIONS

Purpose — The enclosed Business Property Statement is aimed at collecting information for business equipment, supplies and fixtures at the location shown. This information is used to assess and tax property in accordance with California State Law. The tax is approximately 1.1 % of the assessed value, which typically is the cost reported less depreciation. The parcel number is used to identify the business location. Report acquisition cost of business equipment, supplies and fixtures that you owned on lien date at the address shown (*location of property*). If the forms are not completed and returned by the filing date, a 10 percent penalty will be added and a tax bill generated based on an estimated value. For your convenience, you may file electronically. Please see our e-file insert.

Lien Date — Lien date is January 1 of each year.

Moved/Sold/Closed — If the business has **moved** or changed mailing address then draw a single line through the incorrect information. Print or type the new information and indicate the effective date of change. When reporting a **sale**, include the new owner's name, mailing address and phone number. When reporting a business that has been **closed**, provide the date(s) and disposition of the property. Complete the form(s), sign and return to us.

Business Property Statement missing information — Forms will be returned to you if they are incomplete (missing information). Please complete the form(s) including the applicable schedules as detailed in the enclosed instructions. Report the cost of all equipment and fixtures for your business annually. Stating "Same as Last Year" is not a valid filing and may result in your form being rejected which could result in a penalty assessment.

Information and forms are available by phone and internet — If you need to request a form or would like to have questions answered about completing the form(s), please call (916) 875-0730, M-F, 8:00 a.m. – 4:00 p.m., and a staff member will assist you or you may visit our website at <https://assessor.sacounty.gov>. Questions resolved prior to formal filing reduce the chance of errors and incorrect assessments.

Filing for due date extension — Extension request is not necessary. Statements not postmarked on or before May 7th will be subject to 10% penalty. If May 7 falls on a Saturday, Sunday, or legal holiday, a property statement that is mailed and postmarked on the next business day shall be deemed to have been filed timely.

Return of taxpayer's copy — Please enclose a self-addressed stamped return envelope with the copy you want returned.

Postmark — Company metered envelopes will be subject to penalties if they DO NOT carry a U.S. Services postmark on or before the final filing date.

Most commonly asked questions:

1. **What is personal property/equipment?** Business Personal Property includes cost of supplies and equipment used to operate a business. Business inventory and licensed vehicles are exempt from reporting. See the instructions for explanation of business fixture items.
2. **If I do not own the Real Property, do I still fill out this Business Property Statement?** Yes. Even if you do not own the Real Property, you still need to report the business equipment owned, possessed or controlled as of January 1.
3. **I do not own anything; I lease all my equipment. Do I still need to fill this out?** Yes. You are required to report this information in Part III so that we can properly assess the correct owner. Please include an explanation if you report zero cost for owned equipment.
4. **I have a business in my home. Do I still have to fill out this Business Property Statement?** Yes. Any equipment used for a home business is considered assessable personal property and needs to be reported. Please state that the business is out of your residence.
5. **A friend is letting me use the equipment for my business. Do I still need to fill this out?** Yes. Report in Part III for proper assessment to correct owner.
6. **I am a hairdresser and rent space from the Salon Owner. Do I fill out the Business Property Statement?** Yes. Sign and return statement along with explanation and report any equipment owned by you even though it's very little.
7. **I am only an employee/agent for this business and I do not own any business equipment at this location. Do I still need to fill this out?** Yes. Please sign and return statement along with brief explanation and report who owns the property.
8. **Am I required to file a Business Property Statement if my business/organization is exempt?** Yes. You are still required to file the Business Property Statement. You may contact the Exemption Section at (916) 875-0720 to verify your exemption status or file an exemption claim.

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e-file Your Business Property Statement

No new software or filing fee is required to use e-SDR

Small business filers can e-file Business Property Statements on-line, quickly and easily, using the e-SDR system. The e-SDR system is a component of the SDR network that was launched in 2005 for large business filers. The benefits and convenience of electronic filing are now available to businesses of all sizes.

Small Business Filers: If your business has one or just a few locations you are encouraged to use e-SDR to e-file Forms 571-L, 571-R, and 571-A. Each of these statements is completed independently merely by answering questions and filling in the blanks. The system does all the calculations for you. If you are interrupted before finishing, you can save the statement and come back to complete it later. After submitting your statement(s), you will receive a confirmation number with a time and date stamp validating your submittal. Next year, you will only need to enter changes since the system saves your information from year to year.

Large Business Filers: If your business has multiple locations in one or more counties, you are encouraged to use the SDR network to submit statements (data files), all in one upload. Programming or special software is required to create SDR data files in the approved XML schema. SDR users are required to register on-line at www.calbpsfile.org. To request a copy of the XML schema, print and submit a Schema Request Form from the links menu on the www.calbpsfile.org homepage.

Filing instructions, help screens and reference material are provided for SDR and e-SDR at www.calbpsfile.org. Filers using e-SDR can print a completed Form 571 with schedules, filing confirmation, and the exact time and date when it was submitted. Statements are stored on-line for seven (7) years, so you can print a copy whenever you need one. Access to your e-SDR statement(s) is protected by the personal Account Number and Business Identification Number (BIN) assigned to each user, and access to SDR statements is protected by the Login ID and Password assigned to each SDR user. Statements for both e-SDR and SDR users are encrypted and transmitted on a secured site to protect confidential information.

Start Filing e-SDR. Go on-line to www.calbpsfile.org and click on the >>e-SDR button on the left. Enter your Account Number (which is your parcel number) and Business ID Number (BIN), printed on the top/right side of the statement directly under the parcel number.

Important Note: If you have moved or have a name change prior to January 1, please call our office at (916) 875-0730, M-F, 8 a.m. – 4 p.m. and we will update your information and re-issue you an account number and BIN number.