

2017 LEASED EQUIPMENT DECLARATION INSTRUCTIONS:

The California Revenue and Taxation Code requires all lessors to report equipment out on lease in San Mateo County as of **January 1, 2017** regardless of any assigned tax responsibilities. Please report all leased equipment including true leases, vending, lease purchases and conditional sales contracts. Lessors subject to ‘in lieu’ taxes, such as Financial Corporations, are also included in the above filing requirement.

As part of our efforts to be green and modernize as well as streamline our processes, we would prefer to collect reporting data on all leased equipment (Form 571-L, Part II, Equipment Out on Lease or Rent to Others) in the Excel format. **Please go to www.smcare.org/assessor/propertyinfo.asp, select “2017 Business Property Information,” and then select the “2017 Letter Requesting Companies to File by Email & 2017 Sample Leasing Spreadsheet (Excel)”.** There is also a **“Listing of City Locations in San Mateo County”** if you are not sure of the cities located in our County.

Note to Agents: Please attach a **current** Agent Authorization form to your filing in Excel. We will not be able to email you the calculations if we do not have a current agent authorization on file.

<http://www.smcare.org/assessor/propertyinfo.asp> Also, **we do not allow statements to be mailed to the agents address.** If you are filing for the taxpayer and do not receive their statements directly, you can download our fillable PDF form and fill in all the required boxes. The form can be saved and submitted as a PDF with your email. The **account number** is pertinent to every Company; please input along with the Company’s mailing address. If you are mailing the form, **it is critical that we receive the original form with the barcode; please attach it to your system generated form.** To coincide with our efforts to be green and streamline, **please only mail the first page of the 571-L form.** On the first page, **Part II, line 3 “Equipment out on lease, rent or conditional sale to others”** should reflect the total Cost of all the reported equipment. The Excel file will provide the details and should match the total Cost on the **first page** of the 571-L form. Feel free to contact us if you have any problems or questions.

Statement filings are due April 3, 2017 (April 1st falls on a Saturday). The last day to file without a penalty is **May 8, 2017.** (May 7th falls on Sunday)

Leasing Email Address: Leasing@smcare.org

(Only to be used for emailing renditions, see below for other questions.)

Contacts for Leasing Questions:

Leasing Supervisor: Marsha Winters phone: 650.599.1628 email: mwinters@smcare.org

Leasing Auditor: Nerie Evangelista phone: 650.599.1509 email: nevangelista@smcare.org