



Mark Church

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February 1, 2017

Re: **Business Property Statement Preparation (Form 571-L) for the 2017 Lien Date**

Dear Leasing Companies and Financial Institutions:

We have been taking steps to “green” our business practices. This year, we are asking Leasing Companies and Financial Institutions to file their 571-L Business Property Statements by email. In 2016, over 200 leasing companies filed their statements by email. It was such a success that we are requesting that **ALL** taxpayers (both large and small) file via email this year.

This filing method is simple, reliable and efficient for both taxpayers and the Assessor. It eliminates the mailing and expense of bulky and voluminous attachments, and delivery is immediate. **Plus** you receive by email a receipt that shows the day you filed your return.

We have a few important requirements for filing by email and a SAMPLE Leasing Schedule is available on our website*:

- **Put your contact name and email address, and 571-L account number at the top of your spreadsheet(s).** It helps us when emailing the details to you.
- File **separate** spreadsheets for your Conditional Sales Contracts and True Leases, or separate sheets within your Excel workbook. Include your current billing address for lessees on your Leasing Schedule – in addition to the equipment location. (We’ve experienced large amounts of returned mail for tax bills sent to the incorrect address.) Please make sure the equipment is located in San Mateo County (See **List of Cities** on website: http://www.smcare.org/assessor/documents/SMCA40_CitiesList.pdf)
- Send the Conditional Sales Contracts first – File it by March 31, 2017, and True Leases by April 30, 2017. ***This allows us to bill the lessees in a timely fashion and process your returns promptly.***
- Email your 571-L Business Property Statement to: Leasing@smcare.org
- Put your **571-L account number** on the SUBJECT LINE of your email; also use as file name on spreadsheet. **Example:** (RE: **0123450001** ABC Leasing Co 2017 571L) (File: **0123450001** ABC Leasing Co 2017.xls)
- Attach both the signed copy of the **first page** of the 571-L in PDF and your completed Leasing Schedule. Please make sure, that **Line 3 under Part II**, “Equipment out on lease, rent or conditional sales to others” the **total Cost** reported equals the total on your Excel spreadsheet.

We will email you the results before July 15, 2017, and provide you with the trend factors that were applied to your property, the market values and the specific details of each assessment. This will give you time to review the calculations and process any company paperwork, including indirect bills in a more efficient manner.

If for some reason you cannot file via email, we will accept your report on Compact Disc (CD’s) but you still **must** submit a signed **first page** of your Business Property Statement (Form 571-L). The signed copy of the **first page** may be sent in PDF form on the CD or as an attachment to the email. This will ensure your compliance with the statutory requirements of Section 441 of the California Revenue and Taxation Code. ***Please do not send a signed first page through the regular mail; include it as a separate attachment on the email or a separate file on the CD.***

If you have questions regarding the filing of your 2017 Business Property Statement, or other assessment matters, please contact Marsha Winters at (650) 599-1628 or by email at mwinters@smcare.org. ***However, send only your filings to Leasing@smcare.org.***

Sincerely,

Marsha L Winters, Principal Auditor-Appraiser

*Sample Leasing Spreadsheet on Website: <http://www.smcare.org/assessor/propertyinfo.asp>