



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
ASSESSOR-COUNTY CLERK-
RECORDER & CHIEF ELECTIONS OFFICER

Instructions for the Electronic submission of the 2022 Business Property Statement (Form 571-L) for Equipment Leasing/Vending Companies and Financial Institutions.

The Assessor is required to annually assess taxable business personal property as of the lien date (January 1st). Business Personal Property includes all “Equipment out on lease, rent, or conditional sale to others” used in the operation of a business. Business Personal Property is reported to the Assessor annually on a form known as the Business Property Statement (Form 571-L). By filing electronically, you will be assisting our office to process the business property statements efficiently. If filing electronically, **please do not mail us a paper copy of your rendition as this will create duplication.**

* **Note:** If you received this email, we are not sending you a paper statement. You are encouraged to file the 2022 Form 571-L electronically.

Below are the detailed instructions to file your Form 571-L electronically:

1. **Required or needed Forms (files):**

- 2022 FORM 571-L (required)
- 2022 SMC Leasing Excel Template (requested)
- 2022 Leased Equipment Instructions for Agents (if applicable)
- 2022 Agency Authorization Form (if applicable)
- San Mateo County Cities List (for your reference)

These forms are available on our website:

<https://www.smcacre.org/post/business-personal-property-forms> (under “Leased Equipment Forms”)

2. **Complete the 2022 FORM 571-L:**

- a) Complete 2022 Form 571-L, **page 1 Only** (if submitting equipment on spreadsheet) and **sign**.
- b) **Save the PDF** under a file name using the 10-digit Account Number and Company Name (e.g. **0123450001_ABC_Leasing_Co_2022_571L.pdf**).

* **Note:** Please make sure that on your **Form 571-L, Part II: Declaration of Property Belonging to You, Line 3, “Equipment out on lease, rent, or conditional sale to others”**, that the total **Cost reported equals** the total **combined costs of the True Leases and Conditional Sales leases** listed on your Excel spreadsheets.



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
ASSESSOR-COUNTY CLERK-
RECORDER & CHIEF ELECTIONS OFFICER

3. **Complete the Excel Spreadsheets** (the SMC Leasing Excel Template or format is recommended):
 - a. Make sure your Company Name, Assessor's Account Number, and your Contact information, including your e-mail address is at the top of your Excel spreadsheet(s).
 - b. In addition to the equipment location, include the current billing address for each lessee on the spreadsheet (to avoid returned mail of tax bills due to an incorrect Lessee address).
 - c. Make sure the equipment is in San Mateo County and specify the correct city name, not just the Zip Code (see the list of Cities in the file: SMC_Cities_List.pdf).
 - d. Include your Assessor's Account Number and Company Name as part of your Spreadsheet file name (e.g. **0123450001 ABC Leasing Co SMC Leasing 2020.xlsx**).

4. **Options for filing your Business Property Statement (Form 571-L) to San Mateo County:**
 - Option 1 (the Preferred Option):
Email your completed and signed Form 571-L, page 1, along with your Spreadsheet(s) to:
Leasing@smcacre.org
* **Note:** In the Subject Line, please type your **Account Number and Company Name**
(i.e. **0123450001 ABC Leasing Co 2022 571L**)

 - Option 2:
Securely Transfer (SFTP) the completed, signed and scanned first page of your Form 571-L PDF and your Spreadsheet(s) using this link:
<https://sftp.smcacre.org/?ShareToken=6679AE8909E8B3D309BF398B5A6B637320306233>
* **Note:** Internet Explorer is not supported, please use Microsoft Edge, Google Chrome, Firefox, or some other browser.

 - Option 3:
DocuSign and submit the 571L forms using e-signature. Excel worksheets need to be emailed. DocuSign does not allow EXCEL format.
<https://powerforms.docusign.net/e62269b3-acab-46c3-9af9-a20f5625d7b7?env=na3-eu1&acct=c6e7763d-6ce1-4959-ab2c-3d7f1b716164&accountid=c6e7763d-6ce1-4959-ab2c-3d7f1b716164>

5. **Filing Deadlines:**
 - a. By law, the filing deadline is **April 1, 2022**, and becomes **delinquent after May 9, 2022**. If your Form 571-L includes Conditional Sales Contracts, please submit your filing as early as possible, as this allows us to bill the lessees in a timely fashion and process your returns promptly.

For **Filing your Form 571-L**, Email to: leasing@smcacre.org (or see # 4 above for other filing options).

Please send all inquiries or other assessment matters to San Mateo County Assessor's Office - Leasing Department at: leasingcorrespondence@smcacre.org