



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

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

March 13, 2019

Subject: **IMPORTANT Instructions for the Electronic submission of the 2019 571L Business Property Statement Equipment Leasing/Vending Companies and Financial Institutions**

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

1. **Download and Save the files below** (www.smcacre.org/post/leased-equipment-forms):
 - 2019 FORM 571-L_Page 1
 - 2019 SMC Leasing Excel Template
 - 2019 Leased Equipment Declaration Instructions for Agents (contains the 2018 Agency Authorization Form)
 - San Mateo County Cities List

2. **Complete the FORM 571-L:**
 - Complete the 571-L Form, PAGE 1 ONLY and sign it.
 - Save using file name as the Account Number and Company Name (e.g.: 0123450001 ABC Leasing Co 2019 571L.pdf)

3. **Complete the Excel Spreadsheets**

The SMC Leasing Excel Template is recommended : https://www.smcacre.org/sites/main/files/file-attachments/2019_form_571-l_page_1.pdf

However, if you already have an excel file of your asset listing, please use the proforma below and include all the information as shown:

Company Name:	ABC Leasing Company											
Account #:	0123450001 <i>(Please make sure it matches the account number on your original 571L Form)</i>											
Contact:	Marsha Winters											
Telephone #:	(650) 599-1628											
Email Address:	Taxdepartment@cs <i>(Please make sure to include your email address on your Excel spreadsheet)</i>											
NOTE:- CONDITIONAL SALES AGREEMENTS WILL BE MAILED DIRECTLY TO THE LESSEE. THIS IS WHERE THE NEED FOR AN ACCURATE CURRENT LESSEE BILLING ADDRESS IS VERY IM												
LEASE #	LESSEE NAME	LESSEE CURRENT BILLING ADDRESS	EQUIPMENT ADDRESS	EQUIPMENT CITY	ZIP CODE	EQUIPMENT DESCRIPTION	MAKE	MODEL	SERIAL #	ACQUISITION YEAR	COST	TYPE OF LEASE
005-123456-001	ABC INTERNATIONAL CP	P O BOX 12345, SAN	1234 PARK AVE, #2	SAN MATEO	94401	COPIER	MINOLTA	SF750	B555111333	1995	\$10,514	CONDITIONAL SALES



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4. **Options to send your files to San Mateo County:**

- Option 1 (Preferred Option):

Email the completed and signed 571-L form, Page 1 and your Spreadsheet(s) to:

Leasing@smcacre.org

SUBJECT LINE: Acc# Number and Company Name (e.g 0123450001 ABC Leasing Co 2019 571L)

- Option 2:

Securely Transfer (SFTP) the completed, signed and scanned first page of your 571-L PDF form and your Spreadsheet(s) using this link:

<https://sftp.smcacre.org/?ShareToken=7A716CAD9CD8EB6622402AA403C2E8D4C2360AF2>

5. **Filing Deadlines:**

- a. By law, the filing deadline is May 7. If your 571-L Form includes Conditional Sales Contracts, your cooperation is greatly appreciated to please send them by **April 1, 2019**. This allows us to bill the lessees in a timely fashion and process your returns promptly.
- b. If your 571-L Form contains only True Leases, please file by **April 30, 2019**.

IF YOU NEED TO CONTACT US:

PHONE: 650-599-1509 (Nerie) / 650-599-1356 (Stephanie)

EMAIL: Leasingcorrespondence@smcacre.org

555 County Center, Redwood City, CA 94063

P 650.363.4501 **F** 650.599.7456 **email** leasingcorrespondence@smcacre.org **web** www.smcacre.org