



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

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

March 16, 2020

Subject: IMPORTANT Instructions for the Electronic submission of the 2020 571L Business Property Statement for 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):
 - 2020 FORM 571-L_Page 1
 - 2020 SMC Leasing Excel Template
 - 2020 Leased Equipment Declaration Instructions for Agents (contains the 2020 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 2020 571L.pdf)

3. **Complete the Excel Spreadsheets**

The SMC Leasing Excel Template is recommended

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@cc <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 C/P	O BOX 12345, SAN	1234 PARK AVE, #2	SAN MATEO	94401	COPIER	MINOLTA	SF750	B655111333	1995	\$10,514	CONDITIONAL SALES



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

- (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 2020 571L)

- 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=CADBF1175A0C8610508CA08D89F584D304725C67>

5. Filing Deadlines:

- a. By law, the filing deadline is April 1, however the last day to file without penalty is May 7th. If your 571-L Form includes Conditional Sales Contracts, your cooperation is greatly appreciated to please send them by **April 1, 2020**. This allows us to bill the lessees in a timely fashion and process your returns promptly.

IF YOU NEED TO CONTACT US:

PHONE: 650-599-1509 (Nerie) / 650-599-1628 (Marsha)

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