



[ACCOUNT NAME]
[MAILING ADDRESS]

Info to log into the San Francisco E-File Portal:

Entity ID #: _____

PIN #: _____

Filing Due Date: April 1, 2025

Last Day To File Without Penalty: May 7, 2025

**NOTICE OF REQUIREMENT TO FILE
2025 BUSINESS PERSONAL PROPERTY STATEMENT**

February 15, 2025

Dear Business Owner:

This Notice informs you of your business personal property filing obligations for 2025. **Your business is being required by the Assessor to file for 2025.** State law requires business owners to file the Business Property Statement annually with the County Assessor for every business located within the County (R & T Code, Sec. 441(a)). The last day to file without incurring a penalty is **May 7, 2025**; penalty for filing after May 7th is 10% of total assessed value.

Complying with your business personal property filing requirements helps us accurately assess the value of your property. If you are required to file and we do not receive a response from you, we will use the information otherwise available to us to determine an appropriate assessment. If you disagree with that assessment, you will then need to file an appeal with the Assessment Appeals Board.

As part of our Office's ongoing effort to modernize and improve the customer service experience, we have sought to make this process easier for you through our taxpayer online portal. Launched in 2021, the online portal allows for faster filing and provides quick access to past statements and vital information about your property.

Instructions for Completing Your Filing

Please note that we no longer mail paper copies of the tax forms and attachments. There are 2 options for filing your statement(s).

- (1) **E-File Directly Online:** e-File statements through our new online portal starting **February 15, 2025**. To begin this process, visit <https://www.sf.gov/file-your-business-property-statement> and click on "Sign

Up/Login” to create an account. You can create your own account, or you can sign in using Google or Facebook. Please note that if you are setting up your own account, your username must be in the format of an active email address. Once you login, you can click on ‘Add Account/Property’ to obtain access to your property(ies). You will need to use the Entity ID and PIN at the top of this Notice to associate to your property. The Entity ID and PIN are unique to your business, provide secure access to your statement, guard your confidential information, and protect your privacy.

Please remember that the PIN is case sensitive, is only good for this year and is non-transferable. If you lost your PIN, please contact Customer Support on the portal.

- (2) **Hardcopy Filing:** Businesses may also submit annual filings by mail. You may choose Request Hardcopy through <https://www.sf.gov/file-your-business-property-statement> and request this from us. We will email the hardcopy to you. If you do not have internet access, you may use a public computer located at City Hall Room 190, or at a local branch public library. Please remember to bring this Notice with you. Completed, signed statements should be mailed to:

Office of the Assessor-Recorder, Business Personal Property Division
1 Dr Carlton B Goodlett Place. Rm 190, San Francisco, CA 94102

Business Type, Form Type and Filing Requirements; Property Location Details

- o General businesses – File 571-L

Doing Business As:	Property Location ID:	Location/Situs:
DBA 1	Property ID #	Location less City, State and Zip Code
DBA 2	Property ID #	Location less City, State and Zip Code

Additional Resources to Assist Businesses in Completing the Form 571-L

- Online Manual: visit our website for an overview of the statutory requirements for filing, answers to frequently asked questions, and step-by-step instructions for completing the applicable business property statements.
- You can reach us by phone at (628) 652-8100 or by email at askbpp@sfgov.org.

Sincerely,



Joaquín Torres
Assessor-Recorder