



[ACCOUNT NAME]  
[MAILING ADDRESS]

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

Entity ID #: \_\_\_\_\_

PIN #: \_\_\_\_\_

Filing Due Date: April 1, 2024

Last Day To File Without Penalty: May 7, 2024

## LOW VALUE EXEMPTION NOTICE

January 29, 2024

Dear Business Owner:

**REQUEST OF SERVICE VIA OUR NEW ONLINE TAXPAYER PORTAL <https://online.sfassessor.org> PROVIDES MORE PROCESS EFFICIENCY AND ENHANCES THE CUSTOMER EXPERIENCE FOR ANNUAL FILINGS AND INQUIRIES.**

This notice informs you of your business property filing obligations for 2024. **You may not be required to file your business statement/s for 2024.** 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)) **if the aggregate cost of your business personal property is \$100,000 or more**, and/or if requested by the Assessor, and/or **if the business information has changed or your total business property value exceeds \$4,000** (value \$4,000 and below is exempt from taxation per San Francisco City Ordinance 308-97). Please read the entire Notice to determine your filing requirements.

### Changes to Business Information

- If the business name, location, mailing address, and owner's name listed on this notice have changed, or
- If the business moved, closed or went out of business before January 1, 2024

Then, by **April 1**, go to our e-File portal <https://online.sfassessor.org> to update your business information record. Please keep a copy of this document for your records.

### Changes to Business Personal Property Value

According to our records, your business personal property value does not exceed \$4,000. Under San Francisco City Ordinance 308-97, personal property on the unsecured roll with a total value of four thousand dollars (\$4,000) or less is exempt from property taxation.

- If the value of all business personal property still does not exceed \$4,000 as of January 1, 2024, then no action is required, and you will not receive an Unsecured Property Tax Bill for the current fiscal year.
- If the value of all business personal property now exceeds \$4,000 as of January 1, 2024, then you are required by law to file a Form 571-L by **April 1, 2024**. This refers to the aggregate value of all property

owned, possessed or controlled by the business. The last day to e-File without incurring a penalty is **May 7, 2024**; the penalty for filing after **May 9th** is 10% of the total assessed value.

**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 1, 2024. To begin this process, visit <https://online.sfassessor.org> 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 email (it can be the same as your email as well). Once you login, you can click on ‘Associate Your 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://online.sfassessor.org> 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:

○ General businesses – File 571-L

**Doing Business As:**

████████████████████  
████████████████████

**Property Location ID:**

██████████

**Location/Situs:**

████████████████████  
██████████

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

- **Online Manual:** This reference guide provides an overview of the statutory requirements for filing, answers to frequently asked questions (FAQs), and step-by-step instructions for completing the applicable business property statements. To access the manual, please go to [www.sfassessor.org/manual571L-R-STR](http://www.sfassessor.org/manual571L-R-STR)
- You can reach us by phone at (415) 554-5531 or by email at [askbpp@sfgov.org](mailto:askbpp@sfgov.org).

Sincerely,



Joaquín Torres  
Assessor-Recorder

Office of the Assessor-Recorder, Business Personal Property Division  
1 Dr Carlton B Goodlett Place, Rm 190, San Francisco, CA 94102  
Tel 415-554-5531 • Email: [askbpp@sfgov.org](mailto:askbpp@sfgov.org) • Website: [www.sfassessor.org](http://www.sfassessor.org)