



[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

**2025 BUSINESS PERSONAL PROPERTY DIRECT BILL NOTICE**

February 15, 2025

Dear Business Owner:

This Notice informs you of your business property filing obligations for 2025. **Your business may not be required to file for 2025.** However, State law requires business owners to file the Business Property Statement annually with the County Assessor for every business located in 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.

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. Please read this entire Notice to determine your filing requirements.

No Changes to Business Personal Property Value or Business Information

- If the business name, business location, mailing address, and owner's name listed on Page 2 has **not** changed,
- If the cost of your business personal property has **not** changed, and
- If the business is still open (i.e. did **not** go out of business prior to January 1, 2025)



Then no action is required. You do not need to file a Business Property Statement this year. The business personal property assessment and Property Tax Bill for the fiscal year (July 1, 2025 through June 30, 2026) sent by the Treasurer & Tax Collector's Office will be based on existing information in our records.

Changes to Business Information

- If the business name, business location, mailing address, or owner's name listed on Page 2 **has** changed, or
- If the business moved, closed or went out of business before January 1, 2025



Then go to the e-File portal to update your account information for any move, closure, sale and other changes. Go to <https://www.sf.gov/file-your-business-property-statement> and enter your Entity ID and PIN to log in.

Changes to Business Personal Property Costs or Aggregate Cost of all Properties is \$100,000 or More

- If there are business personal properties that have been acquired and/or disposed of as of January 1, 2025
- If the aggregate cost of all properties is \$100,000 or more, then the business owner has to file the business property statement/s
- If there is a/are new location/s that need to be reported



Then, by **April 1, 2025**, you are required by law to file a Business Property Statement at our e-File portal, <https://www.sf.gov/file-your-business-property-statement>

The last day to e-File without incurring a penalty is **May 7, 2025**; the penalty for filing after May 7<sup>th</sup> 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 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 are 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:  
DBA 1

Property Location ID:  
Property ID #

Location/Situs:  
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](mailto:askbpp@sfgov.org).

Sincerely,

Joaquín Torres  
Assessor-Recorder