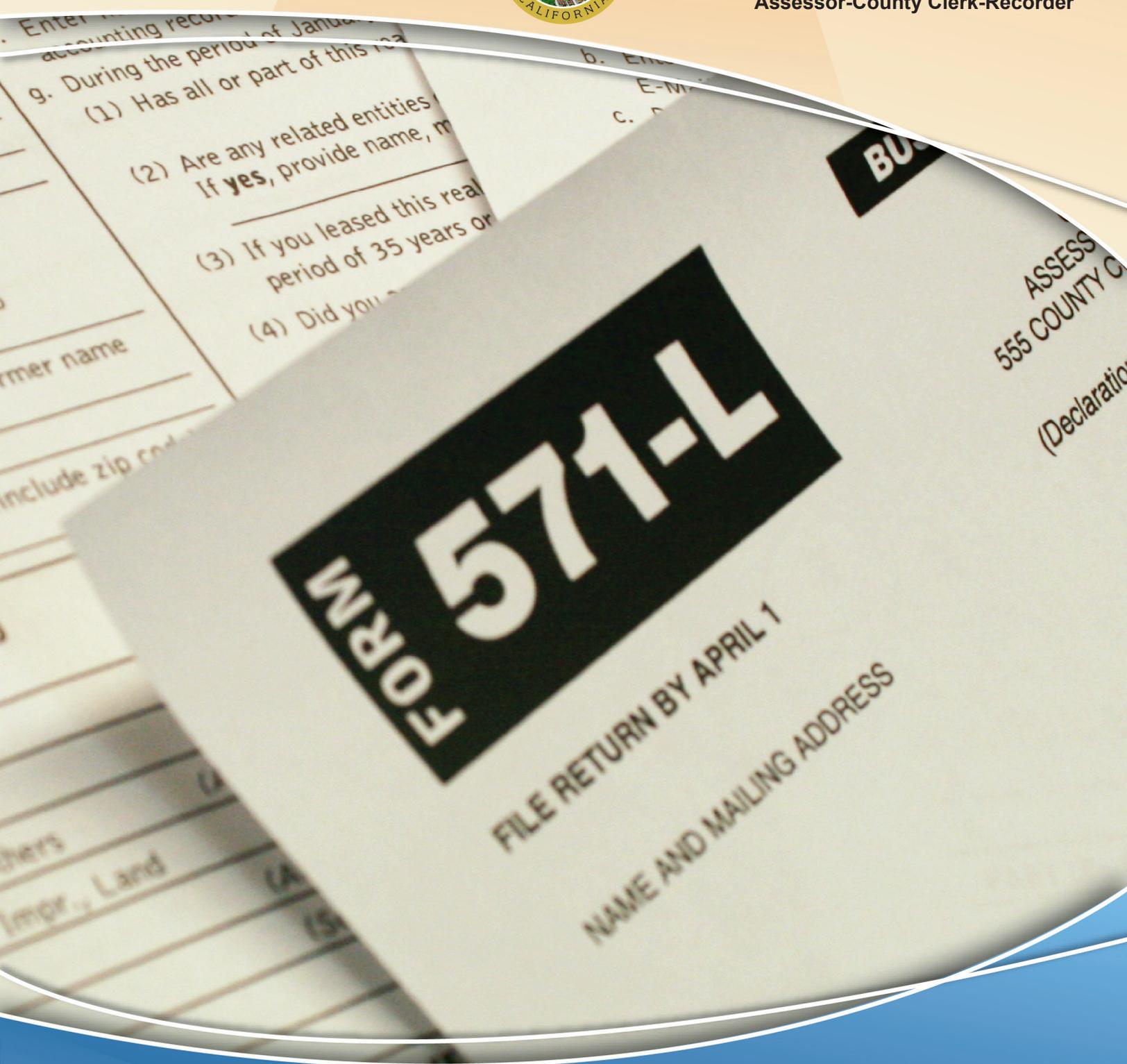




Mark Church
Chief Elections Officer &
Assessor-County Clerk-Recorder



Manual for Preparing the Form 571-L

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Overview for Filing a 571-L Business Property Statement



I. OVERVIEW FOR FILING A 571-L BUSINESS PROPERTY STATEMENT

Purpose

This user-friendly reference guide will review the requirements, answer questions and provide a step by step guide for filing Business Property Statements. The guide is divided into five sections – an overview of Business/Personal Property, the steps for filing a 571-L paper document, the steps for filing a 571-L electronically, our contact information, and an appendix with samples of various forms. Our contact information will help you reach us with any follow-up questions or concerns that you may have.

Why is personal property taxed?

The California Constitution states that “all property is taxable (assessable) unless exempt by the Constitution or statutes.” This taxable property may be defined as real property and personal property. However, for purposes of this manual and the filing of 571-L Business Property Statement, our focus will be on business/personal property.

What is business personal property?

Business Personal Property is tangible property that may be seen, weighed, measured, felt, touched or which is in any manner noticeable to the senses except real property.

Examples of business property that would be assessed as personal property would include but is not limited to:

- **Operating Supplies**
- **Machinery & Equipment**
- **Office Furniture**
- **Copiers & Fax Machines**
- **Telephones**
- **Computers**
- **Restaurant Equipment**
- **Cameras**
- **Printing equipment**
- **Leasehold Fixtures**
- **Leasehold Structures (Tenant Improvements)**

In essence, Business Personal Property is all property used in the course of doing business that is not exempt.

What business personal property is exempt?

Personal Property is and can be exempt by reason of its **ownership, use and/or type**.

Types of property that are exempt:

- **Business Inventories held for sale or lease**
- **DMV licensed vehicles**
- **Application software (Word, Excel, PowerPoint, etc.)**
- **Fire suppression systems**
- **Solar panels**

Equipment owned by banks and financial institutions and insurance companies are exempt by **ownership** while churches, public libraries and schools are exempt by **use**.

Who is required to file the 571-L?

Basically, anyone who is sent a property statement by the Assessor's Office is required to file the Business Property Statement. However, businesses with over \$100,000 in business/personal property and fixtures are required to file the Business Property Statement even if the statement was not sent to them. A blank statement can be downloaded from our website www.smcacre.org under the Business Services section. If you happen to download a statement from our website, we request that you call our office at 650.363.4501 and ask for a business account number if one has not already been assigned to you. Each business is assigned an account number that relates to their business information and assessment information.

What is the "lien date"?

The lien date is January 1st, 12:01 a.m. every year. All business personal property costs are to be reported or declared as of that date. Since the lien date is 12:01 a.m. you will report all personal property in your possession as of December 31st of the previous calendar year. If the lien date is January 1, 2010, then you would report all personal property in your possession as of December 31, 2009.

When are the filing deadlines?

All property statements are due on April 1st annually. The statements are accepted as timely filed until May 7th at 5:00 p.m. When mailed through the post office the forms are required to be postmarked May 7th. If May 7th happens to fall on a weekend or holiday, then the deadline becomes the next business day. For your protection it is helpful to get a postage paid receipt for the statements mailed on the deadline day or close to that day. This will help eliminate the possibility of receiving a late filing penalty, because you will have proof of the date it was mailed. For statements filed electronically, the May 7th deadline also applies.

What if I file after May 7th?

May 7th is the last day to file without incurring a penalty. Section 463 of the Revenue and Taxation Code states “that any person who is required by law or is requested by the assessor to make an annual property statement fails to file the property statement within the time limit specified, will be subject to a penalty of **10% of the assessed value of the personal property.**”

When is my bill due?

Your tax bill should be received by the end of July. The payment is due on August 31st at 5 p.m. Payments received after the due date will be subject to interest and penalties. Although, the assessment is the responsibility of the Assessor, the tax bills are the responsibility of the Tax Collector’s Office. The Assessor’s Office can handle any questions related to how your bill was determined. Questions related to billing and payment of bills should be directed to the Tax Collector’s Office.

The Tax Collector’s phone number is 650.363.4142 and the website is:
www.sanmateocountytaxcollector.org.

What if I do not file at all?

The penalty for not filing the business property statement is also 10% of the assessed value. However, the assessor is also allowed by law to estimate the value of the property based on the information in his possession. This generally is based on the prior year’s filing or a site inspection of the business at the physical location.

What if I closed my business?

If your business closed prior to the January 1st, lien date, then you would not be responsible for property taxes. However, if you were sent the form, a Business Change Form is attached (see Appendix 3). Please fill out the business change form and return it with the form you were mailed. Your account will be inactivated if you are no longer doing business in San Mateo County. If your business closed after January 1st, then you will still be responsible for filing the Business Property Statement and will be assessed property taxes. The Assessor’s Office does not prorate property taxes. You will not be sent a statement for the next filing season, if you inform the Assessor’s Office that your business closed.

Is this form subject to audit?

Yes, the Business Property Statement is subject to audit by the Assessor’s Office. A new law was enacted that became effective January 1, 2009. This law basically gives the Assessor the discretion to audit a significant number of all businesses to encourage the accurate and proper reporting of personal property.

How do I get the details of my assessment?

If you would like the details of your assessment, simply request it. You can attach a note to your Business Property Statement or call the office at 650.363.4501 to obtain the details of how your assessment was calculated. We will mail you the calculations by July 15th.

What if I don't agree with my assessment?

If you disagree with the assessment that the Assessor has determined on your personal property assessment you have a right to an informal review with the Assessor's Office to see if it can be resolved. If you and the Auditor-Appraiser cannot come to an agreement, you have the right to an appeals hearing. An application for Assessment Appeals may be requested from the Assessment Appeals Board Clerk at 650.363.4573 or by downloading the form from their website at: www.co.sanmateo.ca.us/AssessmentAppeals. Please see the sample form under Appendix 2.

What information is needed?

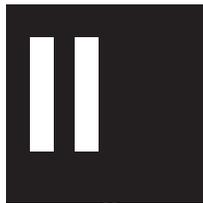
The most useful item to aid in completing the form is an accurate and up to date asset listing. This list should include:

- **The date of acquisition of the equipment**
- **The total cost (purchase price plus sales tax, freight and installation charges)**
- **Location of the equipment if you have multiple locations**
- **Disposal dates of equipment removed**

Other records that could be helpful in completing the Business Property Statement are the California State Tax Depreciation Schedule-Form 4562, General Ledger, Balance Sheet and Income Statement. Some business owners may have purchased an existing business. The information needed in that situation would be the purchase agreement or the escrow papers that would show the breakdown of the equipment, fixtures and leasehold improvements acquired through the purchase of the business.

Confidentiality

The Business Property Statement is not a public document. Therefore, the information declared on the form will be held in confidence by the assessor.



Filing a 571-L Paper Document



II. FILING A 571-L PAPER DOCUMENT

Instructions for filing the 571-L

Owner name and DBA name (page 1)

Please make sure that the information regarding the Owner Name and DBA name are correct on the form. If the assessor's information is not up to date on the pre-printed form, please line through the incorrect information and write the correct information on the form.

Property location and mailing address (page 1)

It is important that this information is kept up to date with our office. The property location is the address of the business. The mailing address is the address you would like to have the Business Property Statement mailed. It is our office policy not to mail statements to the agent's addresses. However, if you are a sole proprietor and would like to have the forms mailed to your home or Post Office Box, that is perfectly acceptable. If the mailing address changes, please contact our office immediately to update the information.

PART I. General information (a) thru (g) (page 1)

All the information requested under this section of the Business Property Statement is vital to the Assessor's Office in keeping accurate records of your business as well as arriving at the correct assessment. Although, the email address is optional, it would be helpful information to assist us in contacting your business.

PART II. Declaration of property belonging to you (page 1)

This section of the Business Property Statement is where you declare the equipment that belongs to you and the equipment that you may be leasing to others. For most small businesses you will only need to fill out numbers 1, 2 and 4 of Part II of the Business Property Statement.

1. Supplies (Page 1)

Supplies are those items that are used up in the ordinary course of business and are not intended for sale or lease. The reportable supplies are those supplies on hand as of the January 1st lien date. Types of supplies could include stationary and office supplies, janitorial supplies, chemical supplies and computer supplies. Your business may be small enough to estimate the amount of supplies. If your business maintains an Income Statement, you would use the year end balances as of 12/31 of the previous calendar year and take the average of the 12 months. For example, you would take the Office Supplies year end total of \$12,000/12 months = \$1,000 worth supplies to be reported on page 1 of the form.

SCHEDULE A – COST DETAIL, EQUIPMENT (Page 1)

Everything reported under Schedule A of the form relates to Part II, No. 2, Equipment on page 1 of the Business Property Statement. Include expensed equipment and fully depreciated equipment on this Schedule. Also, include sales or use tax, freight and installation costs. Equipment should be reported by each calendar year of acquisition. To calculate this, add the totals of all equipment acquired in any specific year. Do not report equipment that has been removed from the site or disposed of. The disposals should be deducted from the year the equipment was originally acquired. Please do not report negative numbers or cents. Each cost should be rounded to the nearest dollar.

The equipment reported on this schedule is divided into **five categories**:

1. Machinery and Equipment for Industry, Profession or Trade
2. Office Furniture and Equipment
3. Other Equipment
4. Tools, Molds, Dies and Jigs
5. (a). Personal Computers (PC's)
5. (b). Local Area Network (LAN) Equipment and Mainframes

1. Machinery and Equipment for Industry, Profession, or Trade (Page 2)

The equipment reported in this category would include equipment specific to your trade or business. If your business is a restaurant, then the type of equipment you would report is restaurant equipment. This might include refrigerators, stoves, freezers and various other pieces of equipment related to the restaurant industry. This is why it is important to list the type of business under (a) in the general information section of the form. This will assist the assessor in determining the life of the equipment.

2. Office Furniture and Equipment (Page 2)

This category consists of furniture and office equipment.

3. Other Equipment (Page 2)

This category includes the special types of equipment that does not fit into any of the other categories. This section of the form asks you to describe the type of equipment that you report. Some types of the equipment that would fit into this category are: telephones, lab equipment, exercise equipment, fax machines, copiers, unlicensed vehicles and point of sale equipment.

4. Tools, Molds, Dies and Jigs (Page 2)

This category would include tools, molds, dies and jigs.

5 (a). Computers - Personal Computers (PC's) (page 2)

This category mainly includes: desktops, laptops, inkjet printers, laser printers, docking stations, mini towers, monitors, notebooks, netbooks, power supplies, scanners, and workstations. **Application software should not be reported.** However, the operational software should be reported. Any computers used in any application directly related to manufacturing, or that is used to control or monitor machinery and equipment should be reported in Column 1 and **should not be reported in this section.**

5 (b). Local Area Network (LAN) Equipment and Mainframes (Page 2)

This category includes: External storage devices, hubs, mainframes, network attached storage devices, routers, servers, switches and LAN components. **Do not include multi-function printers in this category; they should be reported as "other equipment". Application Software should not be reported.**

Schedule B – Cost Detail, Leasehold Improvements (Page 3)

Most small business owners would only have information for columns 1 and 2 of Schedule B. This is the section of Leasehold Improvements. It is divided into the two types of leasehold improvements, structures and fixtures.

1. Structure Items Only (Page 3)

Improvements are classified as **structures** when its primary use is for housing or accommodation of personnel, personal property or fixtures and has no direct application to the process or function of the business.

Examples: Store fronts, sprinkler systems, and permanent partitions (floor to ceiling).

2. Fixtures Only (Page 3)

Improvements are classified as **fixtures** if its intended use or purpose directly applies to or enhances the process or function of the business.

Examples: Signs (free-standing), Refrigeration systems (not part of the building), conveyors, partitions (not floor to ceiling) and boilers.

571-D. SUPPLEMENTAL SCHEDULE FOR REPORTING ACQUISITIONS AND DISPOSALS OF PROPERTY REPORTED ON SCHEDULE B (Page 4)

This form is where you report all acquisitions or disposals from Schedule B, columns 1, 2, 3 or 4. For all practical purposes, you will only be dealing with columns 1 and 2. The form is divided into two sections. The first section is for **Additions**, and the second section is for **Disposals**. The form has space for the details of both situations.

PART III. Leased property – Property Belonging to Others (Page 1)

This section of the form is where you list information on the equipment that is being leased from other companies. All the information requested is necessary to insure the equipment is assessed correctly. It is important to list the lessor's name and mailing address. Indicate the year the lease started as well as the year of manufacture of the equipment. A description of the equipment and the cost indicated on the lease to purchase the equipment must be reported. The lease identification number and the annual rent are also requested. Please do not report **conditional sales contracts** in this section, report them on Schedule A.

Conditional sales contracts or financing leases (agreements) are purchases rather than true leases; therefore, the tax responsibility is to the lessee (business owner). These agreements are often represented by a \$1 buyout cost in the contract.

SIGNATURE REQUIREMENTS (Page 1)

The law requires that the Business Property Statement, regardless of where it is executed, shall be declared to be true under the **penalty of perjury** under the laws of the State of California. The Business Property Statement must be signed by the **business owner**, a duly appointed fiduciary, or a person authorized on behalf of the owner. In the case of a **corporation**, the Business Property Statement must be signed by an officer or by an employee or agent who has been designated in writing by the board of directors, by name or by title, to sign on behalf of the corporation. In the case of a **partnership**, the Business Property Statement must be signed by a partner or an authorized employee or agent. In the case of a **Limited Liability Company (LLC)**, the Business Property Statement must be signed by an LLC manager, or by a member where there is no manager, or by an employee or agent designated by the LLC manager. If the Business Property Statement is signed by someone other than a member of the bar, certified public accountant, a public accountant, and enrolled agent or a duly appointed fiduciary, the San Mateo County Assessor's office requires a written authorization. An authorization form can be downloaded from our website www.smcacre.org. Please see Appendix 3 for a sample of the form.

A property statement that is not signed and executed in accordance with the above instructions is considered an invalid filing. The penalty imposed by Section 463 of the Revenue and Taxation Code for failure to file or late filing is applicable to an unsigned property statement.

What if I filed the statement incorrectly?

If you discovered that you made an error in reporting your Business Property Statement, you have until May 31st to submit an amended return. Make a copy of the original statement and make the changes necessary. Please identify on the return that it is an **“Amended Return”** so that the corrections can be made.



Filing a 571-L Electronically



Letter regarding Business Identification Number



Mark Church
Assessor-County Clerk-Recorder & Chief Elections Officer

555 County Center
Redwood City, CA 94063-1665
phone 650.363.4501 fax 650.599.7456
email ppdutyauditor@smcare.org
web www.smcare.org

Owner Name
Company
«MAIL1»
«MAIL2»
«MAIL3»
«MAIL4»

Account Number: 0123450001
Business ID (BIN): 41 123456 18
Situs



Notice to File Your 2018 Business Property Statement

California State Law Requires business owners to file a Property Statement with the Assessor annually for every location within the county (R&T Code, Section 441(a)).

Small business filers can e-file Business Property Statements online quickly and easily using the new e-SDR system. The e-SDR system is a new component of the SDR network that was launched in 2005 for large business filers. The benefits and convenience of e-file are now available to businesses of all sizes.

Small business filers with one or a few locations are guided by e-SDR to file Forms 571-L, 571-R, 571-A & F. Each statement is completed one at a time by answering questions and filling in the blanks. The system does all the calculations for you, and you can save a statement and come back later to complete it. You will get a confirmation number with a time stamp when the statement is submitted. **No new software is needed. Please do not mail a copy of the form.**

Large business filers with multiple locations in one or more counties should use the SDR network to submit statements (data files), all in one upload. Programming or special software is required to create SDR data files in the approved XML schema. SDR users are required to register online at www.calbpf.org. To request a copy of the XML schema, print and submit a Schema Request Form from the Links menu on the homepage.

Filing instructions, help screens and reference materials are provided on SDR and e-SDR. Filers using e-SDR can print a completed Form 571 with schedules, filing confirmation and the exact time it was submitted. Statements are stored online for seven (7) years, so you can get a copy whenever you need one. Access to your statement(s) is protected with Account Number and Business ID Number (BIN) for e-SDR users, and Login ID and Password for SDR users. Statements are encrypted and transmitted on a secured site to protect confidential information.

All businesses are encouraged to file electronically. Thank you for your cooperation and participation.

Start filing e-SDR.

Go online to www.calbpf.org and enter your Account Number and Business ID Number (BIN) printed below and start filing e-SDR.

Account Number 0123450001

Business ID (BIN) 41 123456 18

IMPORTANT: KEEP THIS NOTICE IN A SAFE PLACE. This Account Number and BIN provides secure access to your statement, guards your confidential information and protects your privacy.

The BIN number is changed annually for security purposes.

2018 STATEMENT DUE DATE AND LATE FILING (PENALTY) DATE

April 2nd . . . Business Property Statements Are Due
May 7th . . . Last Day before 10% Penalty is Applied to Late Filed Statements
If May 7th falls on a weekend, a legal holiday, or a day the County Assessor's Office is closed, the filing deadline is extended to the close of the next regular business day.

Filing deadlines are established in Revenue and Taxation Code Sections 441(b) and 463, and apply to hardcopy, SDR and e-SDR filings. Please file on time to avoid a late filing penalty. **The law does not extend the filing period past May 7th.** If you prefer to file by paper you can download a property statement from our website at www.smcare.org, and click on the Business Services tab. If you would like a property statement mailed to you, please email us at PPDutyAuditor@smcare.org or call us at 650.363.4501.

If you have any questions, please call **650.363.4501** and our staff will be glad to assist you.

Sincerely,

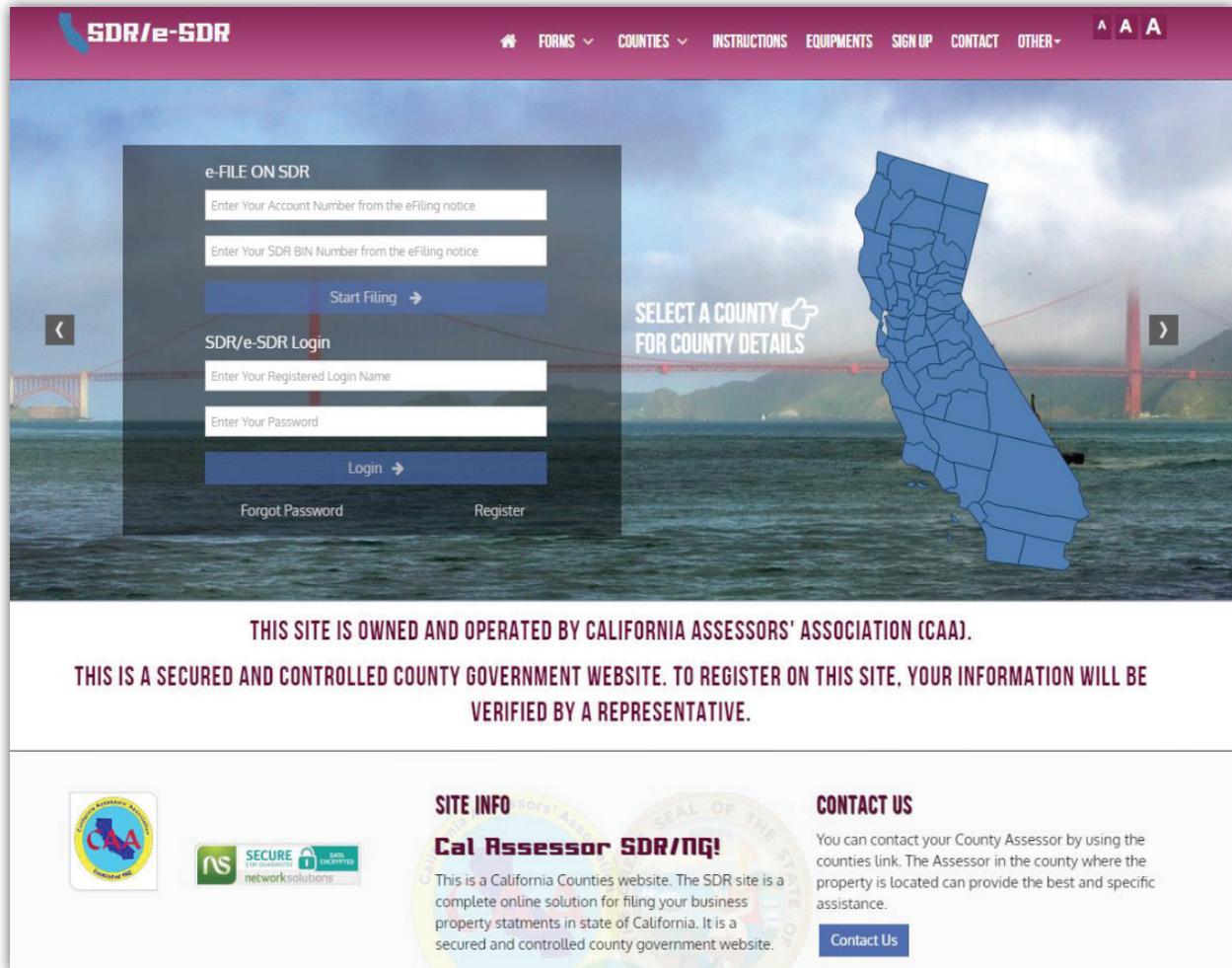
Mark Church
Assessor-County Clerk-Recorder & Chief Elections Officer

A002-7218 (R 11/10)

III. FILING A 571-L ELECTRONICALLY

Log into System

This is the SDR website for eFiling, www.calbpsfile.org.
 Enter account number in the blank box under ‘**e-File ON SDR**’.
 Enter **BIN** in the blank box below it. Click ‘**Start Filing**’.



Account Summary

The company information will be shown. Click **'Start Filing'**.

Note: Prior ESDR filings will be listed below the 'Cancel' and 'Start Filing' buttons.

To re-download a statement click on the confirmation number.

ACCOUNT SUMMARY

Account #: 0458360001
 BIN: 4155073718
 Assessee Name: APAS BPP INC
 County: San Mateo
 Form Type: 571-L
 Situs: 124 Clearbrook, Redwood City, CA 94063

LIST OF CURRENT YEAR STATEMENTS FOR THIS ACCOUNT

If the statement is submitted, please click on the Confirmation Number to preview that statement.

Year	County	Type	Statement Amended?	Amendment #	Confirmation Number	Submitted Date	Status	Submitted Through
2018	San Mateo	571L	No	0	Pending	Pending	Pending	eSDR

The latest statement for this account is not submitted yet. Click "Continue Filing" to proceed.

If the assessee name and/or situs are incorrect, you may be able to update them on the following pages. If you need more specific instructions to complete the requirements of a particular section or do not find the right form schedules to update, please call your Assessor.

[Cancel](#) [Continue Filing](#)

Questionnaire

Click 'Continue' to start filing if the options do not apply.

**continue to Assessee Name and Situs Information page*

The screenshot shows a web interface for the SDR/e-SDR - TEST SITE. The top navigation bar includes links for FORMS, COUNTIES, INSTRUCTIONS, EQUIPMENTS, CONTACT, and OTHER. A session ID of 0039100001 and an expiration time of 0:43:24 are displayed. The main content area is titled "QUESTIONNAIRE FOR - 0039100001 (WW GRAINGER INC)".

Below the title, a paragraph instructs the user: "Click 'Continue' to proceed with your filing **unless** one of the options below applies to you. In which case, select the applicable option to get an explanation of that option and follow the next step. If you have questions, please call the Assessor's Office at 650-599-1568."

Three radio button options are provided:

- My filing requires additional documentation not normally required by the Assessor.
- I moved, sold or went out of business before January 1, 2017.
- None of the above.

At the bottom of the form, there are three buttons: "Cancel", "Clear", and "Continue".

The footer section contains several logos and informational text:

- Logos for the California Assessors' Association (CAA), a "SECURE" badge with "DATA ENCRYPTED" and "networksolutions", and the "SEAL OF THE STATE OF CALIFORNIA".
- SITE INFO**: "Cal Assessor SDR/NG!" followed by a paragraph: "This is a California Counties website. The SDR site is a complete online solution for filing your business property statements in state of California. It is a secured and controlled county government website. To register on this site, your information will be verified by a representative."
- CONTACT US**: "You can contact your County Assessor by using the counties link. The Assessor in the county where the property is located can provide the best and specific assistance." with a "Contact Us" button.

Questionnaire

To Make changes to account information, choose ‘I moved, sold or went out of business before January 1st, 2018.’ and click ‘Continue’.

The screenshot displays the SDR/e-SDR web interface. At the top, a navigation bar includes 'FORMS', 'COUNTIES', 'INSTRUCTIONS', 'EQUIPMENT', 'CONTACT', and 'OTHER'. The user's account number '0458360001' and session expiration time '02/24/2018 09:44:48' are visible in the top right.

The main content area is titled 'QUESTIONNAIRE FOR - 0458360001 (APAS BPP INC)'. It contains the following text:

Click the "Continue" to proceed with your filing unless one of the options below applies to you. In which case, select the applicable option to get an explanation of that option and follow the next step. If you have questions, please call the Assessor's Office at 650-599-1568.

 The options are:

- I need to provide attachments to supplement my online Property Statement filing for it to be complete.
- I moved, sold or went out of business before January 1, 2018.
- None of the above.

 Below the options are 'Cancel', 'Clear', and 'Continue' buttons.

The second screenshot shows the 'ACCOUNT MOVE - 0458360001 (APAS BPP INC)' page. It features a progress indicator with three steps: '1 ACCOUNT MOVE REASONS', '2 MOVE REASON DETAILS', and '3 SUBMIT STATEMENT'. The '1' step is currently active.

The main heading is 'MOVED, SOLD OR WENT OUT OF BUSINESS BEFORE JANUARY 1, 2018'. Below it, the text reads: 'Of the choices below, please select the one that best describes your situation.' The options are:

- I sold my business to someone who will continue to operate at this location.
- I sold my business to someone who will move the operation to some other location.
- I went out of business and / or lost my lease.
- I moved to another location in San Mateo County.
- I moved to a location outside San Mateo County.
- None of the above options applies.

 'Cancel' and 'Continue' buttons are located at the bottom of the form.

Account Move

If 'I moved to a location in San Mateo County' was selected, enter new information and click 'Update Location and Continue Filing'.

ACCOUNT MOVE - 0458360001 (APAS BPP INC)

1 ACCOUNT MOVE REASONS
 2 MOVE REASON DETAILS

INSTRUCTIONS:
 Please provide the date that your business moved and your new business location.
 Note: * denotes mandatory fields.

Business Moved Date: *

Contact Name: *

Contact Phone Number: *

NEW SITUS ADDRESS:

Street: * Number: * Half: Direction: Name: * Suffix:

Unit Type: Unit #:

City/State: *

Zip: *

Cancel
Update Location And Continue Filing

Assessee Name and Situs Information

This section is where you enter DBA, correct mailing address information and enter contact information. Fields with an asterisk must be completed. Click on **'Continue'** if you wish to go to the next section. Click **'Save'** if you want to save your entries and exit. By clicking **'Save'** you can come back and complete the statement at a later date. The business owner can make specific notes for this section by clicking on **'Notes'**. The **'Notes'** button appears on most pages, allowing the user to make notes for that particular section. The business owner can also go directly to a specific section by clicking on one of the links at the bottom of the page.

Note: If the mailing address is a PO Box, the user will have to delete the entry in the Street Name field and re-enter the box number in the PO Box field.

The screenshot displays the 'FORM 571-L FILING FOR - 0039100001 (WW GRAINGER INC)' interface. At the top, a progress bar shows seven steps: 1. ASSESSEE / SITUS (highlighted), 2. GENERAL INFO, 3. PRIOR BELONGING TO YOU, 4. PRIOR BELONGING TO OTHERS, 5. OWNERSHIP, 6. PREVIEW STATEMENT, and 7. SUBMIT STATEMENT.

The main section is titled 'ASSESSEE NAME AND SITUS INFORMATION'. It includes instructions: 'This page collects assessee name and situs information. Please enter or update the information below. Please note that the fields marked with an asterisk (*) are REQUIRED. Unless you have filled in all required information, the system will not allow you to proceed to the next page. If you are done with your updates, click the "Continue" button. You can also use the links at the top or bottom of this page to jump to a specific part of the form. Please note that you can come back to this page later to edit or revise your information.'

Below the instructions, there is a field for 'DBA' with the placeholder 'Enter DBA'. The 'ASSESSEE NAME' section features a table with one entry: 'Assessee Name' 'WW GRAINGER INC' with 'Edit' and 'Delete' buttons. The 'Situs Address' field contains '100 MOUND RD BURLINGAME CA'.

The 'MAILING ADDRESS' section has two tabs: 'USA Address' (selected) and 'International Address'. It contains several fields: 'Attention:', 'Number*' (100), 'Unit Type' (Sweet Unit Type), 'PO Box#', 'City/State*' (LAKE FOREST IL60486), 'Zip*' (60486), 'Name*' (GRAINGER), and 'Suffix' (SOUTHFIELD).

The 'CONTACT DETAILS' section includes fields for 'Name*' (Prefix: --Select--, First Name*: Enter First Name, Initial, Last Name*: Enter Last Name, Suffix: N/A), 'Full Name', 'Business Name', 'Phone#*' (Telephone #, ext), 'Email', and 'Job Title' (Title, Fax: Ext #).

At the bottom, there are buttons for 'Cancel', 'Notes', 'Save', and 'Continue', and a second progress bar identical to the one at the top.

Part I

General Information is entered here. Fields with an asterisk must be completed.

Like the prior screen, you can **'Save'**, add **'Notes'**, or **'Continue'** to the next screen.

The screenshot shows the 'PART 1 - GENERAL INFORMATION' section of the filing process. At the top, a progress bar indicates seven steps: 1. ACCESSOR / SITUS, 2. GENERAL INFO (highlighted), 3. PRIOR BELONGING TO YOU, 4. PRIOR BELONGING TO OTHERS, 5. OWNERSHIP, 6. PREVIEW STATEMENT, and 7. SUBMIT STATEMENT.

INSTRUCTIONS:
 This page collects your general information. Please enter or update the information below. Please note that the fields marked with an asterisk (*) are REQUIRED. Unless you have filled in all required information, the system will not allow you to proceed to the next page. If you are done with your updates, click the "Continue" button. You can also use the links at the top or bottom of this page to jump to a specific part of the form. Please note that you can come back to this page later to edit or revise your information.

A. Type of Business: * [Text input field]

B. Enter local telephone number: * [Text input field with placeholder 000-000-0000]
Enter Fax number: [Text input field with placeholder Fax Number]
Enter E mail address(optional): [Text input field with placeholder Email Address]

C. Do you own the land at this business location? Yes No
If 'Yes', is the name on your deed recorded as shown on this statement? Yes No

D. When did you start business at this location? * [Date picker]
If your business name or location has changed from last year, please provide the following:
Former Business Name: [Text input field]

FORMER BUSINESS LOCATION

Street: Number: [Text input field] Half: [Text input field] Direction: [Dropdown menu: N/A] Name: [Text input field] Suffix: [Dropdown menu]
 Unit Type: [Dropdown menu: --Select Unit Type--] Unit #: [Text input field]
 City/State: City: [Text input field] --Select State-- [Dropdown menu]
 Zip: [Text input field]

E & F Records Location Details

RECORDS LOCATION DETAILS
 Please click below to provide Records Location and Records Contact Info for each Records Location Details.
 Add Records Location Details [Button]
 Records Location List [Table with 5 columns]

G. During the period of January 1st, 2016 through December 31 st, 2016 :
 (1) Did any individual or legal entity (corporation, partnership, LLC, etc) acquire a "controlling interest" in this business entity? Yes No
 (2) If YES, did this business entity also own "real property" in California at the time of acquisition? Yes No
 (3) If YES to both questions (1) and (2), filer must submit form BOE-100-b , Statement of Change in Control and Ownership of Legal Entities, to the State Board of Equalization. See instructions for filing requirements

At the bottom, there are buttons for **Cancel**, **Notes**, **Save**, and **Continue**. The progress bar at the very bottom repeats the seven steps, with step 2 highlighted.

Part II – Declaration of Property Belonging to You (summary screen)

Enter the supply cost in the blank box across.

Click the green 'Update' icon next to the category to be completed.

FORM 571L FILING FOR - 0039 100001 (WW GRAINGER INC)

1 ASSESSEE / SITUS 2 GENERAL INFO 3 PROP. BELONGING TO YOU 4 PROP. BELONGING TO OTHERS 5 OWNERSHIP 6 PREVIEW STATEMENT 7 SUBMIT STATEMENT

PART II - DECLARATION OF PROPERTY BELONGING TO YOU

INSTRUCTIONS:
This page displays the cost summary for property belonging to you. If you wish to update your cost, please click the "Update" button next to the description. For Supplies, please update the cost directly under the "This Year Total" column.
If you are done with your updates (or would like to skip and come back later), you can click the "Continue" button. You can also use the links at the top or bottom of this page to jump to a specific part of the form.

Part II - Declaration of Property Belonging to You

Description	Last Year Total	This Year Total	Click to Update
Supplies		<input type="text"/>	
Schedule A - Equipment		\$0	Update
Schedule B - Bldgs., Bldg. Impr, and/or Leasehold Impr., Land Impr., Land		\$0	Update
Construction In Progress (CIP)		\$0	Update

Cancel Notes Save Continue

1 ASSESSEE / SITUS 2 GENERAL INFO 3 PROP. BELONGING TO YOU 4 PROP. BELONGING TO OTHERS 5 OWNERSHIP 6 PREVIEW STATEMENT 7 SUBMIT STATEMENT

If you clicked the green **'Update'** icon in schedule A, click **'Add Category'**. From the drop down list, **'Select an equipment category'**, click on the category to add and the years will appear. Only items listed in the menu can be used.

PART II - SCHEDULE A

INSTRUCTIONS:

This page displays the cost summary for equipment belonging to you. If you wish to add a new equipment category, please click the "Add Category" button. If you wish to modify the cost information for an existing equipment category listed in the table below, click on the "Edit" link next to the reported equipment. If you wish to delete any equipment category you added this year, click the "Delete" link next to that equipment.

Note: You are not able to delete any equipment category reported last year. If you have disposed of any equipment category, please enter 0 (zero) under "New Cost" column. The equipment category with total cost of 0 (zero) will be automatically dropped off your filing the following year.

For detailed instructions on what to report under this schedule, please see the official instruction provided by the BOE by [downloading BOE-571-L form](#)

Schedule A

Add Category

#	Description	Last Reported Cost	New Cost		
<div style="background-color: #e91e63; color: white; padding: 5px; border-radius: 5px; display: inline-block;"> SELECT A CATEGORY FROM THE DROPDOWN LIST BELOW: </div>					
<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ---Select an equipment category --- </div> <div style="border: 1px solid #ccc; padding: 5px;"> ---Select an equipment category --- Audio, Video & Sound Equipment Document Processor Forklifts Local Area Network (LAN) Equipment and Mainframes Machinery and Equipment (Generic) Office Furniture & Equipment Personal Computers Point-of-Sale Restaurants - Regular Signs Smallwares, China, & Utensils Telephone & Communication Tools / Tooling </div> </div> <div style="flex: 0.5; margin-left: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 3px; text-align: center; margin-bottom: 10px;">More Categories</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Category Remarks: Enter your remarks </div> </div> </div> <div style="text-align: center; margin-top: 10px;"> Cancel </div>					

Schedule Remarks:

Enter your remarks

Cancel
Save And Return

After the category has been selected, enter costs on appropriate line. Click 'OK' when finished.

Schedule A

Add Category

#	Description	Last Reported Cost	New Cost		
---	-------------	--------------------	----------	--	--

SELECT A CATEGORY FROM THE DROPDOWN LIST BELOW:

Office Furniture & Equipment More Categories

Year of Acquisition	Last Reported Cost	New Cost	Category Remarks:
2016			Enter your remarks
2015			
2014			
2013			
2012			
2011			
2010			
2009			
2008			
2007			
2006			
2005			
2004			
2003			
2002			
2001			
2000			
1999			
1998			
1997			
1996			
1995			
Prior			
Total	\$0	\$0	

OK **Cancel**

Schedule Remarks:
Enter your remarks

If changes are correct, click 'OK' to continue. Continue adding categories until Schedule A is complete. The last step would be clicking 'Save And Return'.

Schedule A

Add Category

#	Description	Last Reported Cost	New Cost
<p>SELECT A CATEGORY FROM THE DROPDOWN LIST BELOW:</p> <p>Office Furniture & Equipment More Categories</p>			
Year of Acquisition	Last Reported Cost	New Cost	Category Remarks:
2016		\$5,000	Enter your remarks
2015		\$10,000	
2014		\$20,000	
2013			
2012			
2011			
2010			
2009			
2008			
2007			
2006			
2005			
2004			
2003			
2002			
2001			
2000			
1999			
1998			
1997			
1996			
1995			
Prior			
Total	\$0	\$60,000	

COST VARIANCE MESSAGES

Acq Year 2015 : New cost differs from the old cost by more than 25%

Acq Year 2014 : New cost differs from the old cost by more than 25%

Acq Year 2013 : New cost differs from the old cost by more than 25%

Do you want to continue?

Schedule Remarks:
Enter your remarks

The business owner can see a summary of all **Schedule A** categories. You can add more categories and ‘**Edit**’ an existing category. If everything is okay, click ‘**Save And Return**’. This will bring you back to the Part II summary screen.

FORM 571L FILING FOR - 0039100001 (WW GRAINGER INC)

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ASSEESSEE / SITUS GENERAL INFO. PROP. BELONGING TO YOU PROP. BELONGING TO OTHERS OWNERSHIP PREVIEW STATEMENT SUBMIT STATEMENT

PART II - SCHEDULE A

INSTRUCTIONS:

This page displays the cost summary for equipment belonging to you. If you wish to add a new equipment category, please click the "Add Category" button. If you wish to modify the cost information for an existing equipment category listed in the table below, click on the "Edit" link next to the reported equipment. If you wish to delete any equipment category you added this year, click the "Delete" link next to that equipment.

Note: You are not able to delete any equipment category reported last year. If you have disposed of any equipment category, please enter 0 (zero) under "New Cost" column. The equipment category with total cost of 0 (zero) will be automatically dropped off your filing the following year.

For detailed instructions on what to report under this schedule, please see the official instruction provided by the BOE by [downloading BOE-571-L form](#)

Schedule A

Add Category

#	Description	Last Reported Cost	New Cost	
1	Office Furniture & Equipment	\$0	\$26,000	Edit

Schedule Remarks:

Enter your remarks

Cancel
Save And Return

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SITE INFO

Cal Assessor SDR/NQ!

This is a California Counties website. The SDR site is a

CONTACT US

You can contact your County Assessor by using the counties link. The Assessor in the county where the property is located can provide the best and specific

Select the next group to enter by clicking the associated 'Update' button. OR Click 'Save' and then 'Continue' when done.

FORM 571L FILING FOR - 0039100001 (WW GRAINGER INC)

1 ASSESSEE / SITUS 2 GENERAL INFO. 3 PROP. BELONGING TO YOU 4 PROP. BELONGING TO OTHERS 5 OWNERSHIP 6 PREVIEW STATEMENT 7 SUBMIT STATEMENT

PART II - DECLARATION OF PROPERTY BELONGING TO YOU

INSTRUCTIONS:
This page displays the cost summary for property belonging to you. If you wish to update your cost, please click the "Update" button next to the description. For Supplies, please update the cost directly under the "This Year Total" column.
If you are done with your updates (or would like to skip and come back later), you can click the "Continue" button. You can also use the links at the top or bottom of this page to jump to a specific part of the form.

Part II - Declaration of Property Belonging to You

Description	Last Year Total	This Year Total	Click to Update
Supplies		<input type="text"/>	
Schedule A - Equipment	\$0	\$26,000	Update
Schedule B - Bldgs., Bldg. Impr., and/or Leasehold Impr., Land Impr., Land Construction In Progress (CIP)		\$0	Update

Cancel Notes Save Continue

1 ASSESSEE / SITUS 2 GENERAL INFO. 3 PROP. BELONGING TO YOU 4 PROP. BELONGING TO OTHERS 5 OWNERSHIP 6 PREVIEW STATEMENT 7 SUBMIT STATEMENT

SITE INFO **CONTACT US**
You can contact your County Assessor by using th

A **Schedule B** summary screen, similar to the **Schedule A** screen will appear. Click **'Add Category'** to make a selection.

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PART II - SCHEDULE B

INSTRUCTIONS:

This page displays the cost summary for property/improvements belonging to you. If you wish to add a new property, please click the "Add Category" button. If you wish to modify the cost information for an existing category listed in the table below, click the "Edit" link next to the reported category. If you wish to delete any category you added this year, click the "Delete" link next to that category.

Note: You are not able to delete any category reported last year. If you have disposed of any category, please enter 0 (zero) under "New Cost" column. The equipment category with total cost of 0 (zero) will be automatically dropped off your filing the following year.

For detailed instructions on what to report under this schedule, please see the official instruction provided by the BOE by [downloading BOE-571-L form](#)

If you had additions or disposals during the period from January 1 through December 31 immediately preceding January 1, 2017, please provide details of each addition and disposal on schedule D.

Schedule B

Add Category

#	Description	Last Reported Cost	New Cost		

Have you received allowances for tenant improvements for the current reporting period that are not reported above? Yes No

Schedule Remarks:

Enter your remarks

Cancel
Save And Return

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Again, select from the list of categories. Complete the schedule with costs per year. When done, click on **'Save And Return'**.

Schedule B

Add Category

#	Description	Last Reported Cost	New Cost		
<p>SELECT A CATEGORY FROM THE DROPPDOWN LIST BELOW:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>---Select an equipment category ---</p> <ul style="list-style-type: none"> ---Select an equipment category --- Land and Land Development Land Improvements Leasehold Improvements - Fixtures Leasehold Improvements - Structure Structure </div> <div style="width: 45%;"> <p>Category Remarks:</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;"> <p>Enter your remarks</p> </div> </div> </div> <p style="text-align: center; margin-top: 10px;">Cancel</p>					

Have you received allowances for tenant improvements for the current reporting period that are not reported above? Yes No

Schedule Remarks:

Enter your remarks

Cancel
Save And Return

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 CONTACT US

Select the next group to enter by pressing the associated **'Update'** button.
 (note: **Schedule D** appears if **Schedule B** is completed)
 Click **'Save'** and then **'Continue'** when done.

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PART II - DECLARATION OF PROPERTY BELONGING TO YOU

INSTRUCTIONS:
 This page displays the cost summary for property belonging to you. If you wish to update your cost, please click the "Update" button next to the description. For Supplies, please update the cost directly under the "This Year Total" column.
 If you are done with your updates (or would like to skip and come back later), you can click the "Continue" button. You can also use the links at the top or bottom of this page to jump to a specific part of the form.

Part II - Declaration of Property Belonging to You

Description	Last Year Total	This Year Total	Click to Update
Supplies			
Schedule A - Equipment	\$0	\$26,000	Update
Schedule B - Bldgs., Bldg. Impr., and/or Leasehold Impr., Land Impr., Land	\$0	\$7,000	Update
Schedule D - Monthly Acquisitions and Disposals of Property Reported on Schedule B		\$0	Update
Construction In Progress (CIP)		\$0	Update

Cancel
Notes
Save
Continue

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SITE INFO

Cal Assessor SDR/NG!

This is a California Counties website. The SDR site is a complete online solution for filing your business property statments in state of California. It is a secured and controlled county government website.

To register on this site, your information will be verified by a representative.

CONTACT US

You can contact your County Assessor by using the counties link. The Assessor in the county where the property is located can provide the best and specif assistance.

[Contact Us](#)

Schedule D - Click 'Edit' for appropriate category.
Click 'Add New Acquisition' in the *Additions* tab. Click 'Add New Disposal' in the *Disposals* tab. Enter information on Schedule D from Schedule B.
Fields with an asterisk must be completed. Click 'OK' when done.

PART II - SCHEDULE D

INSTRUCTIONS:
This page allows you to itemize all the acquisitions and disposals for all the categories reported in Schedule B. You can add a new acquisition/disposal by clicking on the button "Add New Acquisition/Disposal". If you would like to delete an acquisition/disposal then you can click the link "Delete" in the grid column.
Once you are done with updating the acquisitions/disposals you can click the "Save And Return" button to return to the previous step. If you decide not to save any of the changes you made, you can click the "Cancel" button to return to the previous step.

Schedule D

#	Category Description	Cost	Additions/Disposals
1	Leasehold Improvements - Structure	\$0	Edit
		Total: \$0	

SELECTED CATEGORY: LEASEHOLD IMPROVEMENTS - STRUCTURE

Additions **Disposals**

Add New Acquisition

Month Acquired *	Year Acquired *	Improvement Description *	Cost *	Remarks	Delete
Total				\$0	

Category Remarks:
Enter your remarks

OK **Cancel**

Schedule Remarks:
Enter your remarks

Part III – Property Belonging to Others

This is where leasing/vending equipment is entered. Click ‘**Add Lease Property**’, fields with an asterisk must be completed. Additional entries can be made by clicking ‘**Add Lease Property**’ again.

Click ‘**Save**’ and then ‘**Continue**’ when done.

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ASSESSEE / SITUS GENERAL INFO. PROP. BELONGING TO YOU **PROP. BELONGING TO OTHERS** OWNERSHIP PREVIEW STATEMENT SUBMIT STATEMENT

PART III - PROPERTY BELONGING TO OTHERS

INSTRUCTIONS:

This page allows you to provide information about property belonging to others, or their business entities that are located on your premises.

Note: "Year of Acquisition" or "Year of Manufacture", at least one is required. "Cost to purchase new" or "Annual Rent", at least one is required. To provide the address for each line item, please click on "Edit Address" button in the grid below.

If you want to add more line items, please click on "Add Lease Property" button below.

Please note that the fields marked with an asterisk (*) are REQUIRED. Unless you have all the required data, please do not begin any data entry since the system will not allow you to proceed to the next page unless you have filled in all required information.

If you are complete with your updates (or would like to skip this page), click the "Continue" button. You can also use the links at the bottom of this page to jump to a specific part of the form. Please note that you can come back to this page later once you have the required information.

For detailed instructions on what to report under this schedule, please see the official instruction provided by the BOE by [downloading BOE-571-L form](#)

Part III- Property Belonging to Others

Add Lease Property

#	Lesso... Name *	Lessor Mailing Address	Tax Oblig... *	Lease Type *	Year of Acq. *	Year of Mfr. *	Lease ID No.	Descr...	Cost to purch... new *	Annual Rent *

Cancel **Notes** **Save** **Continue**

1 2 3 **4** 5 6 7

ASSESSEE / SITUS GENERAL INFO. PROP. BELONGING TO YOU **PROP. BELONGING TO OTHERS** OWNERSHIP PREVIEW STATEMENT SUBMIT STATEMENT



SITE INFO

Cal Assessor SDR/NG!

CONTACT US

You can contact your County Assessor by using the counties link. The Assessor in the county where the

Ownership Type and Business Description

After entering Ownership Type Info, the Name of Legal Entity box appears. Enter name (usually the owner name).

When done, click **'Save'** and then **'Continue'** to Preview Statement.

FORM 571L FILING FOR - 0039100001 (WW GRAINGER INC)

1 ASSESSEE / SITUS 2 GENERAL INFO 3 PROP. BELONGING TO YOU 4 PROP. BELONGING TO OTHERS 5 **OWNERSHIP** 6 PREVIEW STATEMENT 7 SUBMIT STATEMENT

OWNERSHIP TYPE AND BUSINESS DESCRIPTION

INSTRUCTIONS:
 This page allows you to update ownership type and business description. Please enter or update the information below. Please note that the fields marked with asterisk (*) are REQUIRED. Unless you have filled in all required information, the system will not allow you to proceed to the next page. If you are done with your updates, click the "Continue" button. You can also use the links at the bottom of this page to jump to a specific part of the form. Please note that you can come back to this page later to edit or revise your information.

Note: If you choose Partnership type of ownership, you must provide at least two partners' details. If you wish to add more partners, click on "Add more partners". If you select Corporation, you must provide the name of the legal entity. If you select Other, you must provide a description.

For detailed instructions on what to report under this schedule, please see the official instruction provided by the BOE by [downloading BOE-571-L form](#)

Ownership Type Info

Ownership Type: * Corporation

Business Description: * Manufacturer

Name of Legal Entity: *
This field is required

Cancel Notes Save Continue

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SITE INFO
Cal Assessor SDR/NQ!

CONTACT US
 You can contact your County Assessor by using the counties link. The Assessor in the county where th

Click '**Preview Statement**' to preview and a **Preview PDF** will be downloaded on the taxpayer's computer. Click '**Continue**' to get to **Submit Statement** page.

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SUBMIT STATEMENT

Submission:

This page provides information you need to complete submittal of your statement. Please read the following before continuing to the certification and submittal page.

Use the "**Preview Statement**" link above to view and/or print a PDF of your UNSUBMITTED 571-L statement, and verify the information you entered. Use the links at the top of this page to go back to a particular part of the form that you need to revise.

Use the "**Submit Later**" button on the next page to submit your statement later. Note that all the information you entered or updated have been saved. This will give you an opportunity to review your statement more thoroughly and return to it to make any changes to the information you previously provided. **IMPORTANT:** Until you submit your statement, you have not fulfilled the filing requirement. The Assessor cannot view or value your information. **To avoid late filing penalties, submit your statement on or before May 7.** If May 7 falls on a weekend, a legal holiday, or a day the County Assessor is closed, the filing deadline is extended to the close of the next regular business day.

Use the "**Submit Now**" button on the next page to submit your statement to the Assessor. You must re-enter your BIN to sign and certify the submission. Failure to enter a valid BIN will not allow you to submit the statement. On successful submission, the system will provide a confirmation number. The Account number, date and time of submission, and confirmation number will be displayed on a confirmation page. It is recommended that you keep a record of these information for reference and use for any future correspondence regarding your submission.

Once you have submitted this statement you will no longer be able to modify any information, however, you will be able to "**view and/or print**" this statement at any time. Should you need to file an amendment to this e-SDR filed statement, the e-SDR system provides an electronic means to create an amendment. Just log back into the SDR/e-SDR website with your Account number and current year's BIN, and the system will prompt you to file an amendment to your previously submitted statement.

You can view and print statements submitted via e-SDR for up to seven years. Log into the same website with your Account # and current year's BIN, and by clicking on the selected confirmation number, a PDF of the submitted statement will be displayed.

Click the "**Continue**" button below to proceed to the Certification page where preparer's and/or authorized agent's information can be updated.

Continue

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SITE INFO

CONTACT US

Submit Statement

This is the certification section, the last step before submitting the statement. Enter information requested. Fields with an asterisk must be completed.

The BIN is re-entered at the bottom for verification.

Click on **'Submit Now'** to finalize filing or **'Submit Later'** to submit at a later time.

FORM 571L FILING FOR - 0039100001 (WW GRAINGER INC)

1234567

ASSEESSEE / CITIZENGENERAL INFOPROR BELONGING TO YOUPROR BELONGING TO OTHERSOWNERSHIPPREVIEW STATEMENTSUBMIT STATEMENT

SUBMIT STATEMENT

INSTRUCTIONS:

I certify (or declare) under penalty of perjury under the laws of the State of California that I have examined this property statement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and belief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, possessed, controlled, or managed by the person named in the statement at 12:01 a.m. on January 1, 2017. If prepared by a duly authorized person other than the taxpayer, the declaration is based on all information of which the preparer has the knowledge. This statement must be signed. Failure to do so could result in penalties. This declaration is binding on each and every co-owner and/or partner.

Please provide or update the following details to certify this statement:

Note: * denotes mandatory fields.

Assessee/Agent Name: *

Assessee Title: *

Federal Id:

PREPARER'S CONTACT DETAILS

Name: * Prefix: First Name: * Initial: Last Name: * Postfic:

Full Name:

Business Name: Job Title:

Phone #: Fax:

Email:

PREPARER'S ADDRESS DETAILS

Attention:

Street: * Number: * Half: Direction: Name: * Suffix:

Unit Type: Unit #:

PO Box #:

City/State: * City: --Select State--

Zip: *

PLEASE RE-ENTER YOUR BIN TO SIGN AND CERTIFY THIS STATEMENT: *

Cancel Notes Submit Later Submit Now

The *Confirmation* screen appears if **'Submit Now'** is clicked. Account number, date and time, and Confirmation number are displayed. Click **'View And Print Form 571-L'** to download a PDF copy. It will have confirmation info at the top right corner of the 571-L. Click **'Done – Click to Logout'** to exit and return to the SDR home page.

FORM 571-L FILING

ESDR 571-L STATEMENT SUBMIT CONFIRMATION

You have submitted your information to the Assessor. Please give us some time to evaluate your statement. If you have any questions, please call 650-599-1568.
YOU HAVE FILED ON-LINE, YOU DO NOT NEED TO MAIL A HARD-COPY OF 571-L.

Following is your submission information

Assessee Name:	WW GRAINGER INC
Account Number:	0039100001
Date of Submission:	02/16/2017 01:56:10 PM
Confirmation Number:	17021613566182145

You are now ready to print a copy of your Form 571-L. Please click on the "View And Print Form 571-L" button to view your form. Your form 571-L is available in PDF format and you should have Adobe Acrobat Reader 7.0.8 or higher version to view your Statement. The latest version of Acrobat Reader can be downloaded and is available free of cost on the [ADOBE](#) website.

Instructions for Printing your Form 571-L

PRINTING FORM 571-L

- Click on the printer icon located at the top left region of the Adobe Acrobat toolbar; or, from the "File" pull-down menu, select the "Print" option. The "Print" dialog box should appear at this stage.
- From the "Print" dialog box, click the "OK" button. This will send the document to the printer.

[View And Print Form 571-L](#)

e-FILING

BUSINESS PROPERTY STATEMENT (571-L)

ONLINE

AVAILABLE TO MOST TAXPAYERS

2017 BUSINESS PROPERTY STATEMENT LATE FILING(PENALTY) DATE

The due date and penalty date for filing a Business Property Statement without receiving a late filing penalty are as follows:

April 1	Business Property Statements Are Due
May 7	Last Day Before 10% Penalty Is Applied to Late Filed Statements
June 30	Last Day to use this Site for your Filing (Penalties will still apply if filed after May 7.)

* If May 7 falls on a weekend, a legal holiday, or a day the County Assessor is closed, the filing deadline is extended to the close of the next regular business day. The above dates are mandated under Revenue and Taxation Code, Sections 441 and 463, respectively. Your attention to these dates will assure that you avoid late filing penalties. Furthermore, it will help the Assessor meet his legal mandate to enroll all properties' assessments by JULY 1st.

THERE ARE NO EXTENSIONS GRANTED

We ask for your cooperation in filing your business property statements timely. If you have any questions, please call 650-599-1568.

[Done - Click to Logout](#)



SITE INFO



CONTACT US

Amended Filing

Taxpayers are allowed 3 total filings. (2 Amended) To file an Amended return follow the same instructions but instead of **'Start Filing'**, click **'File Amendment'**.

ACCOUNT SUMMARY

Account #: 0309430001
 BIN: 4112173817
 Assessee Name: MONTESSORI SCHOOL OF LINDA MAR
 County: San Mateo
 Form Type: 571-L
 Situs: 1666 HIGGINS WAY, PACIFICA, CA

LIST OF CURRENT YEAR STATEMENTS FOR THIS ACCOUNT
 Click on the Confirmation Number to preview that statement.

Year	County	Type	Statement Amended?	Amendment #	Confirmation Number	Submitted Date	Status	Submitted Through
2017	San Mateo	571L	No	0	17021512391038497	02/15/2017 12:31:48 PM	S	eSDR

To correct a previously submitted statement for the current tax year, simply click on "File Amendment" button and follow the instructions.
 If the assessee name and/or situs are incorrect, you may be able to update them on the following pages. If you need more specific instructions to complete the requirements of a particular section or do not find the right form schedules to update, please call your Assessor.

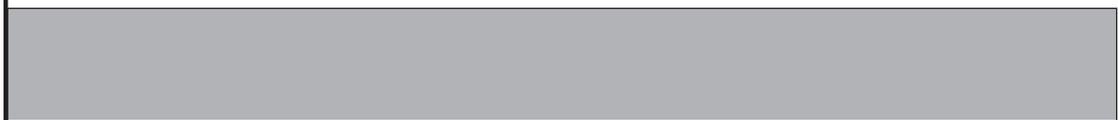
Cancel
File Amendment

LIST OF PRIOR YEAR SUBMITTED STATEMENTS FOR THIS ACCOUNT

Year	County	Type	Statement Amended?	Amendment #	Confirmation Number	Submitted Date	Status	Submitted Through
2016	San Mateo	571L	No	0	16020941774167701	02/09/2016 01:14:33 PM	S D	eSDR
2015	San Mateo	571L	No	0	15050641824229731	05/06/2015 10:50:43 AM	S D	eSDR
2014	San Mateo	571L	No	0	14021941687791350	02/19/2014 10:33:34 AM	S D	eSDR
2012	San Mateo	571L	No	0	12050641246284498	05/06/2012 02:39:11 PM	S D	eSDR

IV

Contact Information



IV. CONTACT INFORMATION

Please feel free to contact our office. The following is our current contact information. The Auditor-Appraiser on duty will be able answer your questions (ask for the Auditor-Appraiser on duty).

Telephone Number: 650.363.4501

Address: Assessor-County Clerk-Recorder's Office
555 County Center, 3rd Floor
Redwood City, CA 94063

Website: www.calbpsfile.org

Email: PPDutyAuditor@smcacre.org

E-File: www.calbps.org (e-SDR)



Appendices

APPENDIX 1 – SAMPLE FORM 571-L

APPENDIX 2 – APPLICATION FOR CHANGED ASSESSMENT

APPENDIX 3 – BUSINESS CHANGE FORM

APPENDIX 4 – AGENCY AUTHORIZATION LETTER