2024 Leased Equipment Declaration Instructions for Agents

The California Revenue and Taxation Code requires all lessors to report equipment out on lease in San Mateo County as of **January 1, 2024,** regardless of any assigned tax responsibilities. Please report all leased equipment including true leases, vending, lease purchases and conditional sales contracts. Lessors subject to 'in lieu' taxes, such as Financial Corporations, are also included in the above filing requirement.

For instructions on the proper filing for lessors, please refer to the document titled "**2024 Form 571-L Instructions for Companies to file Electronically**". This document is available on our website. https://smcacre.gov/assessor/business-personal-property-forms (under "**Leasing Equipment Forms**")

Section 441(e) of the California Revenue Taxation Code requires any person(s) acting as an agent on behalf of a business to have a letter of authorization on file with the Assessor's Office. This office requires that the Agency Authorization be updated annually.

Please attach the taxpayer's Agent Authorization letter (for lien date 1/1/2024) with your filing. The Full Value calculations will not be sent out without the Authorization letter. The Agent's address is not allowed as the Mailing address. In lieu of the taxpayer's Agent Authorization letter, you can download our **fillable PDF "Agent Authorization" Form** from our website. https://smcacre.gov/assessor/business-personal-property-forms (under "**Other Forms**")

Statement filings are due April 1, 2024.
The last day to file without a penalty is May 7, 2024.

Leasing Email Addresses:

leasing@smcacre.gov (strictly for renditions only)

leasingcorrespondence@smcacre.gov (for inquiries, comments, etc.)

Contacts for Leasing Questions:	
Leasing Auditor: Nerie Evangelista	**Leasing Auditor:** Zoe Liu
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