



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
ASSESSOR-COUNTY CLERK-
RECORDER & CHIEF ELECTIONS OFFICER

Page 1 of 2

Instructions for the Electronic (both eSDR and email) submission of the 2025 Business Property Statement (Form 571-L) for Equipment Leasing/Vending Companies and Financial Institutions.

The Assessor is required to annually assess taxable business personal property as of the lien date (January 1st). Business Personal Property includes all “Equipment out on lease, rent, or conditional sale to others” used in the operation of a business. Business Personal Property is reported to the Assessor annually on a form known as the Business Property Statement (Form 571-L). By filing electronically (either eSDR or by email), you will be assisting our office to process the business property statements efficiently. **If you file electronically** (either eSDR or by email), then **please DO NOT mail us a paper copy of your rendition as this will create duplication.**

* **Note:** Since you have received this email, we will not be sending you a paper statement. You are encouraged to file the 2025 Form 571-L electronically (either eSDR or by email).

Below are the detailed instructions to file your Form 571-L electronically:

1. Required or needed Forms (files):

- a. 2025 Form 571-L (required)
- b. Official Notice to File your 2025 Business Property Statement (BPS), known as the “**BIN Letter**” (required to file eSDR, **mailed separately via regular standard mail**)
- c. Brief Instructions for eSDR filing for Leasing Companies (for information)
- d. 2025 SMC Leasing Excel Template (requested)
- e. 2025 Leased Equipment Instructions for Agents (if applicable)
- f. 2025 Agency Authorization Form (if applicable)
- g. San Mateo County Cities List (for your reference)

These forms are available on our website:

<https://smcacre.gov/assessor/business-personal-property-forms> (under “**Business Property Statement Forms**” for item a; “**Leased Equipment Forms**” for items b, c, and e; or “**Other Forms**” for item d.)

2. Complete the 2025 FORM 571-L:

- a) Complete the 2025 Form 571-L (**eSDR filing**), see the Official Notice to File (known as the “BIN Letter”) sent separately via standard mail.

- or -

- b) Complete the 2025 Form 571-L (PDF version), **page 1 Only** (if submitting equipment on spreadsheet) and **sign**.

Save the PDF under a file name using the 10-digit Account Number and Company Name (e.g. **0123450001_ABC_Leasing_Co_2025_571L.pdf**).

* **Note:** Please make sure that on your **Form 571-L, Part II: Declaration of Property Belonging to You, Line 3**, “**Equipment out on lease, rent, or conditional sale to others**”, that the total **Cost reported equals** the total **combined costs of the True Leases and Conditional Sales leases** listed on your Excel spreadsheets.

555 County Center, Redwood City, CA 94063

P 650.363.4501 **F** 650.599.7456 **email** leasingcorrespondence@smcacre.gov **web** www.smcacre.gov

3. **Complete the Excel Spreadsheets** (the SMC Leasing Excel Template or format is recommended):
 - a. Make sure your Company Name, Assessor's Account Number, and your Contact information, including your e-mail address is at the top of your Excel spreadsheet(s).
 - b. In addition to the equipment location, include the current billing address for each lessee on the spreadsheet (to avoid returned mail of tax bills due to an incorrect Lessee address).
 - c. Make sure that the equipment is in San Mateo County and specify the correct city name, not just the Zip Code (see the list of Cities in the file: SMC_Cities_List.pdf).
 - d. Include your Assessor's Account Number and Company Name as part of your Spreadsheet file name (e.g. **0123450001 ABC Leasing Co SMC Leasing 2025.xlsx**).

4. **Options for filing your Business Property Statement (Form 571-L) to San Mateo County:**
 - Option 1 (the Preferred Option, eSDR filing):
On the eSDR website, complete your Form 571-L (to get started, follow the "Brief Instructions for eSDR Filing for Leasing Companies" PDF), and then **email your Spreadsheet(s)**, along with any other documents to: leasing@smcacre.gov
 * **Note:** In the Subject Line, please type your **Account Number and Company Name** (i.e. **0123450001 ABC Leasing Co 2025 571L**)

 - Option 2 (An Alternative Option, by Email):
Email your completed and signed Form 571-L (PDF version), page 1, along with your Spreadsheet(s), along with any other documents to: leasing@smcacre.gov
 * **Note:** In the Subject Line, please type your **Account Number and Company Name** (i.e. **0123450001 ABC Leasing Co 2025 571L**)

 - Option 3:
Securely Transfer (SFTP) the completed, signed, and scanned first page of your Form 571-L PDF and your Spreadsheet(s), along with any other documents, using this link (or Copy this link and Paste in your browser):
<https://sftp.smcacre.org/?ShareToken=18FE6D5FC6F56EE2B84C299E1331867705AFCE02>
 * **Note:** Internet Explorer is not supported, please use Microsoft Edge, Google Chrome, Firefox, or some other browser.

 - Option 4:
DocuSign and submit the Form 571-L using e-signature. **Excel worksheets**, along with any other documents **will need to be emailed**. DocuSign does not allow EXCEL format.
<https://smcacre.gov/assessor/business-personal-property-forms> (under "**Business Property Statement Forms**".)

5. **Filing Deadlines:**
 - a. By law, the filing deadline is **April 1, 2025**, and becomes **delinquent after May 7, 2025**. If your Form 571-L includes Conditional Sales Contracts, please submit your filing as early as possible, as this allows us to bill the lessees in a timely fashion and process your returns promptly.

For **Filing your Form 571-L, Email to:** leasing@smcacre.gov (or see # 4 above for other filing options).

Please send all inquiries or other assessment matters to San Mateo County Assessor's Office - Leasing Department at: leasingcorrespondence@smcacre.gov