



Brief Instructions for eSDR Filing for Leasing Companies

The California Revenue and Taxation Code requires all lessors to report equipment out on lease in San Mateo County as of **January 1, 2025**, 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 "**2025 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**")

To Start filing eSDR:

Go online to: www.calbpsfile.org, enter your Account Number and Business ID Number (BIN) from the **Official Notice to File your 2025 Business Property Statement (BPS), known as the "BIN Letter"** (mailed separately via regular standard mail).

For instructions on how to file eSDR, click-on the big (dark blue) box labeled "*Instructions on how to e-File 571-L by using SDR/E-SDR*" located above the various types of available Forms on our website:
<https://smcacre.gov/assessor/business-personal-property-forms>

For Leasing companies (with a **limited or Small quantity** of leased equipment):

There are two ways or options to complete an eSDR filing.

- Option 1 (the Preferred Option, a **Consolidated Filing**):
 - a) **On the eSDR website, complete Form 571-L** (for account number ending 01, for a "Consolidated filing"). The eSDR website does allow for input for "*Part II, Declaration of Property Belonging to You, Line 3, Equipment out on lease, rent, or conditional sale to others*", therefore, in the "**Notes**" section, enter the total consolidated cost:
 - as long or detailed as "*Part II, Declaration of Property Belonging to You, Line 3, Equipment out on lease, rent, or conditional sale to others = \$#,###*", or
 - as short or brief as "*Part II, Line 3, = \$#,###*", or
 - some other appropriate description and the total consolidated cost.
 - b) Since the eSDR website does not allow uploading files, you will need to **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, **separate filings by Location, for “True Leases” only**):
 - a) **On the eSDR website, complete Form 571-L** (a separate filing is required for each tax jurisdiction (city) where the equipment is located).

You will need a separate Business ID Number (BIN) for each account location. Please send a request for the additional “BIN’s” to: leasingcorrespondence@smcacre.gov

For each account location, complete Form 571-L, “Schedule A - Equipment” by selecting the appropriate equipment category and enter the cost by year of acquisition.

For Leasing companies (with an **average or Large quantity** of leased equipment):

- Option 1 (the Preferred Option, **eSDR filing**):
 - a) **On the eSDR website, complete your Form 571-L** (for account number ending 01, for a “Consolidated filing”). The eSDR website does allow for input for “*Part II, Declaration of Property Belonging to You, Line 3, Equipment out on lease, rent, or conditional sale to others*”, therefore, in the “**Notes**” section, enter the total consolidated cost:
 - as long or detailed as “*Part II, Declaration of Property Belonging to You, Line 3, Equipment out on lease, rent, or conditional sale to others = \$#,###*”, or
 - as short or brief as “*Part II, Line 3, = \$#,###*”, or
 - some other appropriate description and the total consolidated cost.
 - b) Since the eSDR website does not allow uploading files, you will need to **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**)

Statement filings are due April 1, 2025.

The last day to file without a penalty is May 7, 2025.

Leasing Email Addresses:

leasing@smcacre.gov (strictly for renditions only)

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

Contacts for Leasing Questions:	
Leasing Auditor: Zoe Liu	Leasing Auditor: Linda Ren
Telephone: 650.599.1649	Telephone: 650.599.7211