PROPERTY STATEMENT INFORMATION SHEET
FREQUENTLY ASKED QUESTIONS

Please note that the responses below are specific to the E-Filing of the Property Statement.

WHY SHOULD I E-FILE MY PROPERTY STATEMENT IN LIEU OF PAPER FILING?
The primary reason the Shasta County Assessor is promoting the e-filing of the Property Statement is the storage of historical filing detail by the taxpayer. When you e-file your Property Statement, the system will save the information filed and have it available the subsequent year. As a result, the time it takes for you to e-file your Property Statement is minimized. Also, in an effort to maximize efficiency for the Assessor's office, the one-page Request to File Letter replaces multiple sheets of paper that have historically been sent for the Property Statement. The one-page letter saves postage for the Assessor as well as e-filing saves postage for the taxpayer.

WHY DO I HAVE TO COMPLETE THIS STATEMENT?
Per the California Revenue & Taxation Code (Section 441), every person who owns, claims, possesses, or controls tangible personal property not specifically exempted, shall file a Property Statement upon request of the Assessor. Generally, personal property that is assessable consists of business property used in the conduct of a business (i.e., machinery and equipment, office furniture and equipment, tools, computer equipment, and leasehold improvements), boats, aircraft, and mobile equipment. Since you have received a Request to File Letter, you are required to e-file a Property Statement with the Assessor.

WHEN IS THE STATEMENT DUE?
The e-filed Property Statement indicates that the Statement is to be filed by April 1. However, according to The California Revenue & Taxation Code (Section 441 & 463), the taxpayer has until May 7 (or the next business day if May 7 is on a weekend) to e-file the Statement. If not e-filed by May 7, our office must add a 10% late filing penalty. Note that the online portal for e-filing is open until 11:59 PM on May 31, however the statement must be submitted by 11:59 on May 7 to be considered filed timely.

HOW DO I E-FILE A STATEMENT?
If you received a Request to File Letter, electronic filing is the preferred method of filing. Important information that you will need for e-filing is included in the Request to File Letter including your Assessment Number, Business Identification Number (BIN), and Property Statement Code (Form ID). The following link will include instructions and a link on how to proceed with electronic filing.
<div align="center">https://obpfn.mptsweb.com/OBPFN/OBPF/Shasta</div>

WHAT HAPPENS IF I DON'T E-FILE A VALID STATEMENT TIMELY?
If a valid Property Statement is not e-filed timely, The California Revenue & Taxation Code (Sections 441 & 470) requires the Assessor to add a 10% penalty to the assessed value. The same penalty may apply for Statements that are not completed properly. For those taxpayers that do not e-file a Property Statement upon request or do not complete the Statement properly, the Assessor is required to estimate the value of the property to which the 10% penalty will be applied. Please note that if the Property Statement is not e-filed by May 31, a paper filing is required. Instructions for this are included in the online portal.

WHY DID YOU RETURN MY E-FILED STATEMENT?
If we received an e-filed Property Statement that is not completed properly, our office may return the Statement for proper completion. We will include a Send Back Letter with the returned Statement identifying the reason(s) it was returned. Also included will be a new Business Identification Number (BIN) that will be needed to access the online portal. Many of the remaining Frequently Asked Question will shed some insight on many of the common problems we find with Business Property Statements. After reviewing the Send Back Letter and these Frequently Asked Questions, please contact our office if you still do not understand why it was sent back.

WHAT IS CONSIDERED A 'VALID STATEMENT'?
While completing the e-filed Property Statement, all items on the Statement must be addressed properly, including each of the following. Per Revenue & Taxation Code Section 441(g), the Assessor will not accept a statement determined to be in error. The following are typical problem areas on the Business Property Statement.

- **Location of the Business Property:** For Businesses, this would be the primary location of the equipment used in your business. If you are a construction company, logging company, etc., where the equipment moves from location to location, this would represent the location of the company's home office. For those with only mobile equipment, this would represent the primary storage location of the equipment.
- **Part I: General Information:** All of the questions in this section must be addressed properly.
- **Part II: Declaration of Property Belonging to You:** In completing this section, all of the attached sections need to be completed properly as amounts are transferred from Schedules A, B, and any alternate schedules that may be provided. Also, an amount representing Supplies must be reported on Line 1 based on the supplies on hand on January 1.
- **Part III: Declaration of Property Belonging to Others:** Any personal property and fixtures that belong to others must be reported in this section. The most common will be equipment being leased/finance, but can also include equipment on location provided by services you contract with outside companies. See the Instructions provided with your Statement for a full listing of the type of items that should be included. Please note that if you have a Conditional Sales Contract (equipment is capitalized and title transfers to you at the end of the lease), the item(s) should be included on Schedule A and not in this section. Please indicate in this Section if you included the item elsewhere on the Statement.
- **Declaration by Assessee:** This section needs to be completed in full. When a Statement is e-filed, the requirements for a valid signature are not valid.
- **Schedules A & B:** These schedules must be completed with the acquisition costs of personal property and fixtures broken down by year of acquisition and type. If entering costs in 'Prior' or in Column 3-Other Equipment, attachments or comments are required.
- **BOE-571-D (Supplemental Schedule for Reporting Monthly Acquisitions and Disposals of Property Reported on Schedule B of the Business Property Statement):** If there are additions and/or acquisitions of items reported on Schedule B, the itemization of the changes must be made on this schedule. With the information provided, we have better information to ensure that items are classified properly.

Please note that in no circumstance can we accept 'Same as Last year' or 'No Changes' as valid information. If the Statement is not completed properly, we may return the Statement for proper completion if time permits. An invalid Statement will be considered the same as a Statement not filed timely.

WHAT IF THE INFORMATION ALREADY POPULATED IS NOT CORRECT?
Per the Instructions provided, it asks for you to make the necessary corrections to the name, mailing address, and location of the business property. Do this by re-keying the information. If the location of the property is incorrect, but you are still located in Shasta County, please be sure to document the correct date in Part 1 (d). If you moved out of Shasta County, please see the instructions on the back side of the Request to File Letter.

CAN I ATTACH A SOFTWARE-GENERATED STATEMENT?
There are several companies that have software that generates a statement similar to the requested Property Statement. Per Revenue & Taxation Code Section 441.5, the Assessor has taken the position to NOT accept software generated statements in lieu of the original. Software generated statements may be used as an attachment to the original e-filed statement if all items are addressed properly. If not valid, your statement may be returned for correction and/or considered to be an invalid filing.

For other forms: https://www.shastacounty.gov/assessor/page/assessor-forms