

Santa Barbara County Assessor



Business Property Statement E-Filing User Guide

This guide will provide you with instructions to assist you in utilizing the Santa Barbara County Assessor E-Filing system. It will help you electronically file your 571-L Business Property Statement (BPS). If filing preference is to print the 571-L form, instructions are also provided.

E-Filing Help and E-Filing Contact links are displayed on the right or bottom margin of the screens throughout the process:

- Instructions for the Business Property Statement - Form 571-L instructions for reporting business property will open in a separate window for reference.
- E-file User Guide - guide will open in separate window.
- FAQ's - gives general points about the E-file system and answers to business property tax Frequently Asked Questions.
- Contact Assessor's Office - provides a direct phone number for assistance
- The email address provided will be responded by Assessor staff.

Following the January 1st tax lien date, Santa Barbara County will request a declaration of property belonging to each business as of the lien date. The filing requirement may be met by submitting a paper statement or by participating in the E-file system. Some businesses are restricted to paper filing only.

A Notice to File the Business Property Statement electronically (E-File) will provide you with a Property Number and Password required to gain entry to your individual business account. Notices are mailed after the start of the calendar year to the business mailing address on file.

Enter the Property Number and Assessor provided Password from the notice to file letter and then select 'Login' to get started. Passwords are case-sensitive.

The screenshot shows the login interface for the Santa Barbara County Assessor e-File System. At the top, there is a header with the County of Santa Barbara logo and the text: "The Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters". Below this is a blue banner with the title "Business Property Statement E-Filing". The main content area includes a welcome message, instructions for entering the Property Number and Assessor provided Password, and a "Forgot my Password" link. There are input fields for "Property Number:" and "Password:", with a note that "Password is case sensitive." and a "Login" button. A sidebar on the right contains "E-Filing Help" (Form Instructions, E-Filing User Guide, FAQs) and "E-Filing Contact" (TEST Business Division, phone number, email, and website).

Please note that you will be required to reset your Assessor provided Efile Password after login. This feature will allow you to customize your password. The password you create will be valid only for the current filing year. Each year, the Assessor alters the passwords given to every business. These passwords are unique to each specific year.

Business Property Statement E-Filing

Password Reset

Please enter your current password and new password below.

The screenshot shows the "Password Reset" form. It includes a callout box with an arrow pointing to the "Current Password:" field, containing the text: "Enter password from Efile letter to create new user password." Below this are two input fields: "Enter Current Password" and "Enter New Password". There is a checkbox labeled "Show New Password" which is currently unchecked.

The new password must contain at least one capital letter, one lowercase letter, and one number. It also must be between seven and 20 characters long.

Reset Cancel

If you do not have the current year Password, the option to recover the password is available by selecting 'Forgot my Password' on the Login page. The current password can be emailed to the email address on file from prior year. Or, if you provide the prior year's password on the recovery page, then the current year's password will be displayed onscreen.

Password Recovery

Enter your Property Number then select an option to recover your password

Property Number: Password is case sensitive.

- Send the password to the email addresses currently on file.
- Enter last year's password to recover the current password if you previously used eFile.

By clicking the 'Recover' button below, you certify that you are an owner or authorized agent of the business.

You will be required to reset the password immediately after you log on.

Following your initial login using the password provided by the Assessor, you will be directed to the Password Reset screen. Input the password specified in the notice to file letter in the current password field. Create your custom password based on the password criteria in the new password field. Then select 'Reset' button to continue.

The New Password must contain the following characteristics:

1. At least one capital letter
2. At least one lowercase letter
3. At least one number
4. Character length between 7 and 20

Password Reset

Please enter your current password and new password below.

Current Password:

New Password:

Show New Password

The new password must contain at least one capital letter, one lowercase letter, and one number. It also must be between seven and 20 characters long.

The following screen in the process will ask you to verify the location of the business. If the address is incorrect due to a move or clerical error, you may update on the page. Selecting 'Cancel and Log Out' button will log you out of the Efile program.

You will be required to provide Owner email if field is blank. If a correction of the email displayed is necessary, changes may be made at this time.

Please take a moment to verify the business address before you select 'Save and Proceed' to move to the next step.

Verify Property

*** = required**

Is this the location of your business as of 12:01 a.m., January 1st of the current year?

If not, please update.

Street Address: *	<input type="text" value="La Cumbre Plz"/>
	<small>Max. length is 50 characters. Include suite number. PO Box is not allowed.</small>
City: *	<input type="text" value="Santa Barbara"/>
Property Number:	039-321-06-160-5
Owner Name:	ABC Retailers Inc
Business Name:	ABC Retail Store #201
Owner Email: *	<input type="text"/>

Cancel and Log Out

Save and Proceed

Once you have confirmed the business, the following page will present you with three (3) options to file your Business Property Statement. Select the appropriate option and then choose 'Next' button to continue.

Option 1: Select this option to complete and file your property statement form electronically. This user guide may assist in facilitating the process. The screens after selecting Option 1 continue after all three (3) options are explained below.

Option 1 information begins on page 12 of this User Guide.

You Have Three (3) Options For Filing Your Business Property Statement

Choose the appropriate option and then click 'Next' button to continue

- OPTION 1
File Online / E-Filing (Recommended)

- OPTION 2
Print Forms and file using the following methods:
 - Mail, or
 - Deliver to Office Location, or
 - Send Electronically using Option 3

- OPTION 3
Upload File
 - Scanned and filled-in PDF generated by Option 2, or
 - PDF Generated by third party application

Option 2: Select this option to print or complete the Business Property Statement in a Portable Document Format (PDF). Assessor information will be generated on the form for the selected business including a statement barcode.

You Have Three (3) Options For Filing Your Business Property Statement

Choose the appropriate option and then click 'Next' button to continue

- OPTION 1
File Online / E-Filing (*Recommended*)
- OPTION 2
Print Forms and file using the following methods:
- Mail, or
 - Deliver to Office Location, or
 - Send Electronically using Option 3
- OPTION 3
Upload File
- Scanned and filled-in PDF generated by Option 2, or
 - PDF Generated by third party application

Previous Next

Option 2 will display the screen shown below. Here you will be able to print the Business Property Statement should you choose to complete a paper form.

Please note that selecting this option does not disable the opportunity to file electronically using Option 1 described above.

- Selecting 'Print Form' button will open another window that will include a PDF of the Business Property Statement.
- Please note that a PDF will not be generated if the Property ID is invalid per Assessor records.
- When the form window opens, return to this screen to select 'Logout' button to exit the E-filing system.
- Selecting 'Cancel' button will direct you back to the Filing Options page.

The page also displays Assessor mailing addresses and office locations to hand deliver or mail the Business Property Statement.

In addition, the PDF that is generated in Option 2 may be completed and submitted electronically utilizing Option 3 by logging back into the Efiling system.

Print Forms

Click the **Print Form** button to generate a blank 571-L PDF form.

It's important that any pop-up blockers be temporarily disabled to view the form.

Print Forms in Current Window

Print Form	Cancel
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Login for Another Property

Log Out

You may file the form using the following methods:

- Mail delivery, or
- Drop-off at an Assessor Office Location, or
- Submit completed form electronically using Efile Option 3. You may login to Efiling when ready to upload form.

Assessor mailing options:

Assessor Business Division PO BOX 159 Santa Barbara, CA 93102-0159	Assessor Business Division Suite 115 511 E. Lakeside Parkway Santa Maria, CA 93455-1341
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Assessor office locations:

Santa Barbara	Santa Maria
105 E. Anapamu St., Room 204 Santa Barbara, CA 93101 Phone: (805) 568-2550 map	511 E. Lakeside Parkway, Suite 115 Santa Maria, CA 93455-1341 Phone: (805) 348-8310 map

Option 3: Select this option to electronically transfer (upload) the completed Business Property Statement generated using Option 2 or a completed PDF generated by a third-party application.

In addition, you may utilize Option 3 to submit other supporting documents in addition to property statement(s).

You Have Three (3) Options For Filing Your Business Property Statement

Choose the appropriate option and then click 'Next' button to continue

- OPTION 1
File Online / E-Filing (Recommended)

- OPTION 2
Print Forms and file using the following methods:
 - Mail, or
 - Deliver to Office Location, or
 - Send Electronically using Option 3

- OPTION 3
Upload File
 - Scanned and filled-in PDF generated by Option 2, or
 - PDF Generated by third party application

Previous

Next

Option 3 (continued):

Assessor will accept the Business Property Statement submitted in PDF format to comply with the filing requirement. The Business Property Statement submitted in Option 3 requires a signature to be considered a valid filing. Digital signatures are acceptable.

Select 'Browse' to locate the completed Business Property Statement from your saved PDF file that you plan to submit to the Assessor electronically. Please note that the correct PDF file is selected. Only one file can be transferred at a time. You may upload additional PDF files for the business if necessary.

The uploaded file(s) will be identified to the business property that you verified upon login. That property may be confirmed on the screen under property information heading.

When the PDF is selected, choose 'Submit Statement' to transfer the file to the Assessor. A pop-up window will display that the file was uploaded successfully.

Selecting 'Cancel' button will direct you back to the Filing Options page. Select 'Login for Another Property' to return to the Login Efile page. Select 'Logout' button to exit the Efiling system.

The screenshot shows the 'Business Property Statement E-Filing' web interface. At the top, there is a header for 'The Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters' with the Santa Barbara County seal. Below the header, the page title is 'Business Property Statement E-Filing'. The main content area is titled 'Submit File' and contains instructions: 'The Assessor will accept the Business Property Statement submitted in PDF format to comply with the annual filing requirement. The Business Property Statement submitted electronically requires a signature to be considered a valid filing.' It lists three bullet points: 'Select 'Browse' to locate the completed, signed Business Property Statement from your saved PDF file that you plan to submit to the Assessor.', 'Confirm that the form is for the business identified in the property information section on the right margin of this screen.', and 'Only one file can be transferred at a time.' A fourth bullet point states: 'You may submit additional documents in PDF format for the business if necessary during this session.' Below the instructions, there is a 'Select File:' section with a text input field and a 'Browse...' button. A note says '(PDF Only)'. Below that, it says 'When the PDF is selected, choose "Submit Statement" to transfer the file to the Assessor.' There are two buttons: 'Submit Statement' and 'Cancel'. A note below these buttons says 'Selecting "Cancel" button will direct you back to the Filing Options page.' Below that are two more buttons: 'Login for Another Property' and 'Log Out'. A note at the bottom says 'Select "Logout" button to close and exit the E-Filing system.'

Property Information

Property ID
057-240-25-004-1

Situs
La Cumbre Ptz Santa Barbara

Owner
ABC Retailers Inc / ABC Retail Store #201

E-Filing Contact

Assessor Contact
(805) 688-2550

bpsefile@co.santa-barbara.ca.us

www.SBCAssessor.com

BPS e-Filing Help

- FAQs
- E-Filing User Guide
- BOE Form Instructions

Electronic filing (E-file) – Option 1

The next screen after selecting Option 1 will display the owner name and mailing address on file at the Assessor's office.

The Business Owner Name is a necessary entry if you have a fictitious business name (DBA) to report that is not listed on your notice to file letter. The mailing address will be used for future correspondence.

Add any missing details in these fields and make the necessary changes to existing information.

If changes are reflected, please select the check box at the bottom of the page, then select 'Next.'

Verify Owner and Mailing Address

[Reset Password](#)

* = required

Owner Name:*	<input type="text" value="ABC Retailers Inc"/>
	Max length 30 characters
Business Name:	<input type="text" value="ABC Retail Store #201"/>
	Max length 50 characters
Mailing Address:*	<input type="text" value="1129 State St"/>
	Max length 50 characters
Mailing Address 2:	<input type="text"/>
City:*	<input type="text" value="SANTA BARBARA"/>
State:*	<input type="text" value="CA"/>
Zip:*	<input type="text" value="93101"/>
<input type="checkbox"/> If you have made changes on this screen, please check here.	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

Once the business name(s) and mailing address are verified, you will move on to the next two screens which ask a series of questions pertaining to the business. Although information to a few items are required to move on in the process, we ask that you complete all sections to the best of your ability. An email address is required for electronic communication should any questions about the business property filing arise.

Enter your responses to the items and select 'Next' after each screen.

Business Property Statement E-Filing

General Information (1 of 2) * = required

a. Type of Business:*

b. Local Telephone #: Fax: Email:*

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:*

If your business name or location has changed from last year, enter the former name and/or location.

Buttons: Previous, Next

Property Information
 Property ID: 057-240-25-004-1
 Situs: La Cumbre Plz Santa Barbara
 Owner: ABC Retailers Inc / ABC Retail Store #201

E-Filing Contact
 Assessor Contact: (805) 568-2550
 bpsefile@co.santa-barbara.ca.us
 www.SBCAssessor.com

BPS e-Filing Help
 - FAQ's
 - E-Filing User Guide

Business Property Statement E-Filing

General Information (2 of 2)

e. Enter location of general ledger and all related accounting records (including zip code).

f. Enter name and telephone number of authorized person to contact at location of accounting records:*

g. During the period of January 1, 2015 through December 31, 2015

(1) Did any individual or legal entity (corporation, partnership, limited liability company, etc.) acquire a "controlling interest" (see instructions for definition) in this business entity? Yes No

(2) If YES, did this business entity also own "real property" (see instructions for definition) in California at the time of the 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.

Buttons: Previous, Next

Property Information
 Property ID: 057-240-25-004-1
 Situs: La Cumbre Plz Santa Barbara
 Owner: ABC Retailers Inc / ABC Retail Store #201

E-Filing Contact
 Assessor Contact: (805) 568-2550
 bpsefile@co.santa-barbara.ca.us
 www.SBCAssessor.com

BPS e-Filing Help
 - FAQ's
 - E-Filing User Guide

Supplies and Construction in Progress costs for lien date assessment are reported on this screen, identified as Part II – Supplies, Construction, Etc.

- Please select the appropriate ownership type and business description from the available dropdown options.
- Please enter reportable cost of supplies. Refer to form instructions for assistance.
- Please enter construction in progress, if any, by providing the amount in the construction amount field and the description in the provided field.
- Remarks may be entered on this page to attach notes to the filing.
- Select 'Next' to proceed to the 'Cost Details' page.

The screenshot shows the 'Business Property Statement E-Filing' interface. At the top, there is a header for 'The Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters' with the County of Santa Barbara logo. The main title is 'Business Property Statement E-Filing'. Below this, the section is titled 'Part II -- Supplies, Construction, Etc.' with a green underline. A note says 'Refer to BOE Form Instructions for more assistance.' and a red asterisk indicates '* = required'. The form includes several fields: 'Ownership Type' (dropdown), 'Type if Other:' (text), 'Business Description' (dropdown), 'Supplies*' (text), 'Construction in Progress (CIP)' section with 'CIP Cost Total' (text) and 'CIP Description' (text), and a 'Remarks' (text) field with a character count of '500 characters remaining (500 maximum)'. At the bottom are 'Previous' and 'Next' buttons. On the right side, there is a blue sidebar with 'Property Information' (Property ID: 057-240-25-004-1, Situs: La Cumbre Plz Santa Barbara, Owner: ABC Retailers Inc / ABC Retail Store #201), 'E-Filing Contact' (Assessor Contact: (805) 568-2550, email: bpsefile@co.santa-barbara.ca.us, website: www.SBCAssessor.com), and 'BPS e-Filing Help' (FAQ's, E-Filing User Guide, BOE Form Instructions).

Note: You may navigate back to this section from the 'Cost Details' page. Select Supplies or Construction in the 'Other' category on the 'Cost Details' page to modify the page above.

As shown below, the amounts for Supplies and Construction are carried over to the following screen Part II – Cost Details. The Cost Detail page links all of the cost reporting classes. This screen combines Part II, Part III, Schedule A, Schedule B, and Schedule D of Form 571-L, Business Property Statement.

To access the appropriate table, select the underlined category description.

Please note that this is the default screen for all reporting categories.

Part II -- Cost Details

To add or change information, click underlined headings.

Schedule A	Totals	Schedule D	Totals
1. Machinery and Equipment	0	Additions	0
2. Office Furniture and Equipment	0	Disposals	0
3. Other Equipment	0	Other	
4. Tools, Molds, Dies and Jigs	0	Leases	0
5. Computers	0	Miscellaneous	0
Total Schedule A	0	Supplies	0
		Construction (CIP)	0
Schedule B		Tenant Improvement Allowances	0
1. Structure Items Only	0	Remarks	
2. Fixtures Only	0		
3. Land Improvements	0		
4. Land and Land Development	0		
Total Schedule B	0	Go Back to Owner and General Information	

Save -- Don't Submit

Save and Submit

This screen appears when 'Machinery and Equipment' from Schedule A is selected on the Cost Detail screen. Enter the asset cost totals by year of acquisition. Previously assessed costs will be displayed onscreen provided the property identification number has not changed. This allows you to update cost totals to reflect disposals occurring prior to the lien date. As well as additions or transfers-in from the past year.

When complete, select 'Save' button to maintain your entries and go back to the Cost Detail page. Totals are carried over to the Cost Detail screen.

Selecting the 'Cancel' button will take you to the Cost Detail page without updating totals.

All Schedule A and B categories work in the same manner as described above.

Schedule A Column 1 -- Machinery and Equipment

2023	<input type="text"/>	2015	<input type="text"/>	2007	<input type="text"/>
2022	<input type="text"/>	2014	<input type="text"/>	2006	<input type="text"/>
2021	<input type="text"/>	2013	<input type="text"/>	2005	<input type="text"/>
2020	<input type="text"/>	2012	<input type="text"/>	2004	<input type="text"/>
2019	<input type="text"/>	2011	<input type="text"/>	2003	<input type="text"/>
2018	<input type="text"/>	2010	<input type="text"/>	2002	<input type="text"/>
2017	<input type="text"/>	2009	<input type="text"/>	Prior	<input type="text"/>
2016	<input type="text"/>	2008	<input type="text"/>	Total	<input type="text" value="0"/>

Reporting costs under 'Other Equipment' will require a description of the assets. After you select 'Save' the total is carried over to the Cost Detail page.

Computers are divided into two sub-categories all under the same link. After entering costs, select 'Save'. Totals will be reflected on the Cost Detail screen.

Schedule A Column 5 -- Computers

5a. Personal Computers

2023	<input type="text"/>
2022	<input type="text"/>
2021	<input type="text"/>
2020	<input type="text"/>
2019	<input type="text"/>
2018	<input type="text"/>
2017	<input type="text"/>
2016	<input type="text"/>
2015	<input type="text"/>
Prior	<input type="text"/>
Total	<input type="text" value="0"/>

5b. LAN Equipment and Mainframes

2023	<input type="text"/>
2022	<input type="text"/>
2021	<input type="text"/>
2020	<input type="text"/>
2019	<input type="text"/>
2018	<input type="text"/>
2017	<input type="text"/>
2016	<input type="text"/>
2015	<input type="text"/>
Prior	<input type="text"/>
Total	<input type="text" value="0"/>

Save

Cancel

Use 'Additions' and 'Disposals' in Schedule D to provide additional details of the changes in business assets. After selecting either the Additions or Disposals heading on the Cost Detail page, choose 'Add' button near the upper-right corner of the screen to report additions and/or disposals. Text boxes will allow you to specify the assets acquired or disposed, when the changes took place, and the acquired cost. Refer to screen below for text box fields.

Note: The costs entered on Schedule D are **not** carried over to the applicable Schedule A or Schedule B categories. Therefore, no duplication of an addition or subtraction of asset costs occurs in Schedule A or Schedule B when an item is detailed in Schedule D.

Schedule D is for informational purposes only. Acquisition 'Add' page shown below.

The Office of Joseph E. Holland
County Clerk, Recorder and Assessor
Registrar of Voters

Business Property Statement E-Filing

Acquisitions of Property Reported on Schedule D * = required

Type:

Month and Year of Acquisition:

Description:

Cost: *

Property Information
Property ID: 057-240-25-004-1
Situs: La Cumbre Plz Santa Barbara
Owner: ABC Retailers Inc / ABC Retail Store #201

E-Filing Contact
Assessor Contact: (805) 568-2550

The Office of Joseph E. Holland
County Clerk, Recorder and Assessor
Registrar of Voters

Business Property Statement E-Filing

Acquisitions of Property Reported on Schedule D * = required

Type:
 Office Furn/Equip
 Other Equipment
 Tools, Molds, etc
 Computers-Personal
 Computers-LAN Equipment and Mainframes
 Structure Items
 Fixtures

Month and Year of Acquisition:

Description:

Cost: *

Property Information
Property ID: 057-240-25-004-1
Situs: La Cumbre Plz Santa Barbara
Owner: ABC Retailers Inc / ABC Retail Store #201

E-Filing Contact
Assessor Contact: (805) 568-2550
bpsefile@co.santa-barbara.ca.us

Once you have entered the information regarding an acquisition or a disposal and selected the 'Save' button, you will see a summary screen of acquisitions or disposals.

Whether you are reporting Additions or Disposals, a summary will appear after each entry is made. This screen allows you to add another entry, edit or delete completed entries.

Selecting 'Done' will close the screen and go back to Cost Detail screen.

The screenshot shows the 'Business Property Statement E-Filing' interface. At the top, there is a header for 'The Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters'. Below this, the main heading is 'Business Property Statement E-Filing'. The current section is 'Acquisitions of Property Reported on Schedule D'. Underneath, there is a sub-section 'Acquisitions This Reporting Year' with 'Add' and 'Done' buttons. A message states: 'Please include acquisition costs in the year acquired on the appropriate schedules. The system will not make automatic adjustments. Thank you.' Below this, it says 'No acquisitions on file.' On the right side, there is a 'Property Information' sidebar with details: Property ID (057-240-25-004-1), Situs (La Cumbre Plz Santa Barbara), and Owner (ABC Retailers Inc / ABC Retail Store #201). Below that is 'E-Filing Contact' information: Assessor Contact (805) 568-2550 and email bpsfile@co.santa-barbara.ca.us.

You will notice that the process to report equipment leases is similar to adding Additions and Disposals entries. Fill in the necessary information and then select 'Save' to continue to the lease summary screen.

The screenshot shows the 'Business Property Statement E-Filing' interface with the 'Leases' section active. The header is the same as the previous screenshot. The main heading is 'Business Property Statement E-Filing'. The current section is 'Leases'. A legend indicates that fields with a red asterisk (*) are required. The form contains the following fields: Lessor Name (*), Lessor Mailing Address, Tax Obligation (checkbox), Type (dropdown), Year of Acquisition (*), Year of Manufacture, Description & Lease or ID Number (*), Cost to Purchase New (*), and Annual Rent. At the bottom of the form are 'Save' and 'Cancel' buttons. On the right side, the 'Property Information' sidebar is identical to the previous screenshot. Below the 'E-Filing Contact' information, there is a 'BPS e-Filing Help' section with links to 'FAQ's', 'E-Filing User Guide', and 'BOE Form Instructions'.

Much like the Additions and Disposals summary screens, the Equipment Lease summary allows you to edit or delete previously entered leases, add a new lease, or select 'Done' to go back to the Cost Detail screen.

Note: The costs of assets reported under Leases and Miscellaneous sections should **not** be entered in Schedules A and B. Refer to form instructions for specifics.

The screenshot shows the 'Business Property Statement E-Filing' interface for the Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters. The page is titled 'Leases (Part III of Schedule A – Property Belonging To Others)'. Below the title, there is a 'Leases' section with an 'Add' button and a 'Done' button. A message in red text states 'No leases on file.' On the right side, there is a 'Property Information' sidebar with the following details: Property ID: 057-240-25-004-1, Situs: La Cumbre Plz Santa Barbara, Owner: ABC Retailers Inc / ABC Retail Store #201. At the bottom of the sidebar, there are links for 'E-Filing Contact' and 'Assessor Contact'.

Screen when select 'Add' button in Miscellaneous category:

The screenshot shows the 'Business Property Statement E-Filing' interface for the Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters. The page is titled 'Miscellaneous'. Below the title, there is a form with the following fields: 'Description:*' (text input), 'Year Acquired:*' (text input), and 'Cost:*' (text input). A red asterisk icon with the text '* = required' is positioned to the right of the form fields. Below the form fields are 'Save' and 'Cancel' buttons. On the right side, there is a 'Property Information' sidebar with the following details: Property ID: 057-240-25-004-1, Situs: La Cumbre Plz Santa Barbara, Owner: ABC Retailers Inc / ABC Retail Store #201. At the bottom of the sidebar, there are links for 'E-Filing Contact' and 'Assessor Contact'.

Tenant Improvement Allowances, if applicable, may be accessed from the Cost Detail page categorized in the 'Other' section. This page may also be accessed from the Structure and Fixtures pages. Report allowances received during the reporting period that are not reported on Schedule B.

The screenshot shows the 'Business Property Statement E-Filing' interface. At the top, there is a header for 'The Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters' with the County of Santa Barbara logo. Below the header, the title 'Business Property Statement E-Filing' is displayed. The main section is titled 'Tenant Improvement Allowances' and contains the instruction: 'If you received allowances for tenant improvements for the current reporting period that are not reported on Schedule B, then enter the amount below.' There is a text input field, a 'Save' button, and a 'Cancel' button. On the right side, there is a 'Property Information' sidebar with the following details: Property ID: 057-240-25-004-1, Situs: La Cumbre Plz Santa Barbara, Owner: ABC Retailers Inc / ABC Retail Store #201.

You can select 'Remarks' on the Cost Detail page to attach notes to the filing. Note that this page is the same 'Remarks' section from the Supplies page. Please include notes regarding any reporting changes from the previous year, if applicable.

Select 'Save' to attach your note to the filing.

The screenshot shows the 'Business Property Statement E-Filing' interface, specifically the 'Remarks' section. The header and title are identical to the previous screenshot. The main section is titled 'Remarks' and features a large text input field. Below the input field, a red text label indicates '500 characters remaining (500 maximum)'. There are 'Save' and 'Cancel' buttons below the input field. The 'Property Information' sidebar on the right is also identical to the previous screenshot, showing Property ID: 057-240-25-004-1, Situs: La Cumbre Plz Santa Barbara, and Owner: ABC Retailers Inc / ABC Retail Store #201.

When comments are attached, an 'X' is placed next to 'Remarks' heading as shown below. Remarks can include anything from information on Land Development costs to requests for copies of value calculations.

If you have questions about E-filing your statement, please contact our office directly.

Business Property Statement E-Filing

Part II -- Cost Details

To add or change information, click underlined headings.

Schedule A	Totals	Schedule D	Totals
1. Machinery and Equipment	0	Additions	0
2. Office Furniture and Equipment	0	Disposals	0
3. Other Equipment	0		
		Other	
4. Tools, Molds, Dies and Jigs	0	Leases	0
5. Computers	0	Miscellaneous	0
Total Schedule A	0	Supplies	0
		Construction (CIP)	0
Schedule B		Tenant Improvement Allowances	0
1. Structure Items Only	0	Remarks	x
2. Fixtures Only	0		
Total Schedule B	0		

Property Information

Property ID
057-240-25-004-1

Situs
La Cumbre Plz Santa Barbara

Owner
ABC Retailers Inc / ABC Retail Store #201

E-Filing Contact

Assessor Contact
(805) 568-2550

bpsefile@co.santa-barbara.ca.us

www.SBCAssessor.com

BPS e-Filing Help

- FAQ's
- E-Filing User Guide
- BOE Form Instructions

At any time on the Cost Detail page, you can select the 'Save - Don't Submit' button near the bottom of the screen to complete your work at a later time. A message notifies you that the file has not been submitted. You may print a draft version of the Business Property Statement that will include costs on the form.

The Office of Joseph E. Holland
County Clerk, Recorder and Assessor
Registrar of Voters

Business Property Statement E-Filing

Property Information Saved -- Not Submitted

The business property information for this account has been saved but it has NOT been submitted to the Assessor's Office.

Prior to the filing deadline, please log in again, resume preparation of the statement and submit.

Please note that it may take a couple of minutes for the generated document to appear.

It's important that any pop-up blockers be temporarily disabled to view the forms.

Print Forms in Current Window

Print Business Property Statement Form 571-L

Print Additions/Disposals Supplemental Form 571-D

Login for Another Property

Log Out

Property Information

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Once all of the asset information is entered in its entirety and you are ready to file the form, select 'Save and Submit' button on the Cost Detail page. Complete the Declaration by Assessee section by entering the requested information in the relevant spaces.

Entering the user-created password for this account to the program will serve as an electronic signature declaring that the reported costs are correct and complete.

Please note, amending your filing will require a paper submittal as the E-filing system cannot accept modifications after 'Save and Submit' is selected.

The screenshot shows the 'Business Property Statement E-Filing' web form. At the top, there is a header for 'The Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters' with the Santa Barbara County seal. The main title is 'Business Property Statement E-Filing'. Below this is a 'Declaration by Assessee' section with a red warning icon and text: 'I 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 as the assessee in this statement at 12:01 a.m. on January 1, 2019'. A legend indicates that a red dot means 'required'. The form contains several input fields: 'Name of Assessee or Authorized Agent' (required), 'Title' (required), 'Date' (pre-filled with 1/24/2019), 'Name of Legal Entity (other than DBA)', 'Federal Employer ID Number', 'Preparer's Name and Address', 'Preparer's Telephone Number', and 'Title' (for the preparer). A 'Re-enter Password' field is also present. Below the fields is a 'View Statement' link and instructions: 'Before submitting this statement, you may review the Form 571-L by clicking View Statement below. The statement will appear in a separate window or tab as a PDF document. Once you Submit the statement, you cannot update it online. If you need to hold off on submission, you can select Cancel to return to the previous screen. In lieu of a written signature, the entry of your password is accepted as a legal substitute.' At the bottom are three buttons: 'Previous/Cancel', 'Submit', and 'View Statement'. On the right side, there is a sidebar with 'Property Information' (Property Number: 085-141-07-004-0, Situs: 811 E Ocean Ave Lompoc, Owner: ABC Retailers Inc / ABC Retail Store #201), 'E-Filing Help' (Form Instructions, E-Filing User Guide, FAQ's), and 'E-Filing Contact' (TEST Business Division (805) 988-2500, bpsefile@co.santa-barbara.ca.us, www.SBCAssessor.com).

Select the 'Save and Submit' button to file your statement. You will receive a time-stamped receipt with a confirmation number as shown below. The first two buttons generate a PDF in a new window to allow printing and/or saving of your statement. Please note that the confirmation number will also be printed on the Property Statement.

If you have a pop-up blocker turned on or are experiencing other printing problems, you should check the box 'Print Forms in Current Window' before printing.

The screenshot shows the 'Business Property Statement E-Filing' page for Santa Barbara County. At the top, there is a header for 'The Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters'. The main content area displays 'Property Information Saved and Submitted' with the following details:

- Property #: 057-240-25-004-1
- Confirmation #: Y-36948866
- Submitted: 2/16/2016 7:24:32 AM

Below this information, there are instructions: 'Please note that it may take a couple of minutes for the generated document to appear.' and 'It's important that any pop-up blockers be temporarily disabled to view the forms.' There is a checkbox for 'Print Forms in Current Window' which is currently unchecked. Below the checkbox are four buttons: 'Print Business Property Statement Form 571-L', 'Print Additions/Disposals Supplemental Form 571-D', 'Login for Another Property', and 'Log Out'. At the bottom of the main content area, it states 'Your statement has been submitted.' and 'Thank you for utilizing the Santa Barbara County Assessor's E-filing program.'

On the right side of the page, there is a sidebar with the following sections:

- Property Information**
 - Property ID: 057-240-25-004-1
 - Situs: La Cumbre Plz Santa Barbara
 - Owner: ABC Retailers Inc / ABC Retail Store #201
- E-Filing Contact**
 - test env- 020416 (805) 568-2561
 - bpsefile@co.santa-barbara.ca.us
 - www.SBCAssessor.com
- BPS e-Filing Help**
 - FAQ's
 - E-Filing User Guide
 - BOE Form Instructions

Retrieval of filed Business Property Statements are available only for the current lien year. E-file Assessor System is active through the end of May to provide you access to save and/or print your annual Form 571-L.

Thank you for utilizing the Santa Barbara County Assessor's E-filing program.