

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 Business Property Statement E-Filing system. At the top, there is a banner for 'The Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters' with the Santa Barbara County seal. Below the banner, the title 'Business Property Statement E-Filing' is displayed. The main content area includes a welcome message, instructions for entering the Property Number and Assessor-provided Password, and a 'Forgot my Password' link. A 'Login' button is at the bottom. On the right side, there is a sidebar with 'E-Filing Help' (Form Instructions, E-Filing User Guide, FAQ's) and 'E-Filing Contact' information (TEST Business Division, phone number, email, and website).

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

Business Property Statement E-Filing

Welcome to the Santa Barbara County Assessor e-File System.

Enter your Property Number and the Assessor provided password from your Invitation Letter. Required only for first login as the Assessor generated password is temporary and must be reset.

Otherwise enter your Property Number and your User Created Password.

Property Number:

Password: Password is case sensitive.

[Forgot my Password](#)

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

E-Filing Help

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

E-Filing Contact

TEST Business Division
(805) 568-2550

bpsefile@co.santa-barbara.ca.us

www.SBCAssessor.com

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.

The screenshot shows the 'Password Reset' page. It has a blue header with the title 'Business Property Statement E-Filing'. Below the header, the title 'Password Reset' is displayed. The main content area includes instructions to enter the current and new passwords. A callout box points to the 'Current Password' field with the text 'Enter password from Efile letter to create new user password.' Below the password fields, there is a checkbox for 'Show New Password'. At the bottom, there are 'Reset' and 'Cancel' buttons. A note at the bottom states that the new password must contain at least one capital letter, one lowercase letter, and one number, and must be between seven and 20 characters long.

Business Property Statement E-Filing

Password Reset

Please enter your current password and new password below.

Current Password: Enter password from Efile letter to create new user 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.

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.

Previous Password

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.

Recover

Cancel

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:**

Enter 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.

Reset

Cancel

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: *

La Cumbre Plz

Max. length is 50 characters. Include suite number. PO Box is not allowed.

City: *

Santa Barbara

Property Number:

039-321-06-160-5

Owner Name:

ABC Retailers Inc

Business Name:

ABC Retail Store #201

Owner Email: *

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

Previous

Next

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

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

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 displays the 'Business Property Statement E-Filing' web application. At the top, a banner features the Santa Barbara County seal and the text 'The Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters'. Below the banner, the page is divided into a main content area and a right-hand sidebar.

Main Content Area:

- Submit File:** A green link.
- Instructions:** A paragraph stating that the Assessor accepts PDF submissions for the annual filing requirement, requiring a signature.
- Guidelines:** A bulleted list: '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.', 'Only one file can be transferred at a time.', and 'You may submit additional documents in PDF format for the business if necessary during this session.'
- Select File:** A text input field followed by a 'Browse...' button.
- Next Steps:** A note: '(PDF Only) When the PDF is selected, choose "Submit Statement" to transfer the file to the Assessor.'
- Buttons:** 'Submit Statement' and 'Cancel' buttons.
- Cancel Note:** A note below the buttons: 'Selecting "Cancel" button will direct you back to the Filing Options page.'
- Other Options:** 'Login for Another Property' and 'Log Out' buttons.
- Log Out Note:** A note below the buttons: 'Select "Logout" button to close and exit the EFileing system.'

Right-Hand Sidebar (Blue Background):

- 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) 688-2550
 - Email: bpsefile@co.santa-barbara.ca.us
 - Website: 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.

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

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.

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
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BPS e-Filing Help
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- E-Filing User Guide

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

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.

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

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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 for Santa Barbara County. The header includes the county seal and the office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters. The main section is titled 'Part II -- Supplies, Construction, Etc.' and includes a reference to BOE Form Instructions. The form contains several input fields: 'Ownership Type' and 'Business Description' are dropdown menus; 'Type if Other' is a text field; 'Supplies' is a text field marked with a red asterisk; 'Construction in Progress (CIP)' is a section with 'CIP Cost Total' and 'CIP Description' text fields; and a large 'Remarks' text area with a character count. A 'Previous' and 'Next' button are at the bottom. A right sidebar provides 'Property Information' (Property ID, Situs, Owner, etc.), 'E-Filing Contact' (Assessor Contact, email, website), and 'BPS e-Filing Help' (FAQs, User Guide, Instructions).

Business Property Statement E-Filing

Part II -- Supplies, Construction, Etc.
Refer to BOE Form Instructions for more assistance.

* = required

Ownership Type Type if Other:

Business Description

Supplies*

Construction in Progress (CIP)

CIP Cost Total

CIP Description
May upload or email itemized schedule.

Remarks
500 characters remaining (500 maximum)

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
- FAQs
- 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		
4. Tools, Molds, Dies and Jigs	0	Other	
5. Computers	0	Leases	0
		Miscellaneous	0
Total Schedule A	0	Supplies	0
		Construction (CIP)	0
Schedule B			
1. Structure Items Only	0	Tenant Improvement Allowances	0
2. Fixtures Only	0	Remarks	
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.

Business Property Statement E-Filing

Acquisitions of Property Reported on Schedule D

* = required

Type:

Month and Year of Acquisition:

Description:

Cost: *

Save Cancel

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

Business Property Statement E-Filing

Acquisitions of Property Reported on Schedule D

* = required

Type:

Month and Year of Acquisition:

Description:

Cost: *

Save Cancel

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 section is titled 'Acquisitions of Property Reported on Schedule D'. Underneath, it says 'Acquisitions This Reporting Year' with 'Add' and 'Done' buttons. A note 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 fields for 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 an 'E-Filing Contact' sidebar with Assessor Contact (805) 568-2550 and email bpsefile@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 for 'Leases'. The header is the same as the previous screen. The main heading is 'Business Property Statement E-Filing'. The section is titled 'Leases'. A note indicates that fields marked with a red asterisk (*) are required. The form fields include: 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, there are 'Save' and 'Cancel' buttons. On the right side, there is a 'Property Information' sidebar with the same fields as the previous screen. Below that is an 'E-Filing Contact' sidebar with the same fields. At the bottom right, 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 County of Santa Barbara. The header includes the county seal and the title 'The Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters'. The main section is titled 'Leases (Part III of Schedule A – Property Belonging To Others)'. Below this, there is a 'Leases' label, an 'Add' button, and a 'Done' button. A message states 'No leases 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. At the bottom right, 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 County of Santa Barbara, specifically the 'Miscellaneous' category. The header is the same as the previous screen. The main section is titled 'Miscellaneous'. Below this, there is a red asterisk followed by '= required'. The form includes three required fields: 'Description:*', 'Year Acquired:*', and 'Cost:*', each with a text input box. At the bottom, there are 'Save' and 'Cancel' buttons. On the right side, the 'Property Information' sidebar is visible, showing the same details as the previous screen: Property ID 057-240-25-004-1, Situs La Cumbre Plz Santa Barbara, and Owner ABC Retailers Inc / ABC Retail Store #201. At the bottom right, 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 seal. Below the header, the title 'Business Property Statement E-Filing' is displayed. The main section is titled 'Tenant Improvement Allowances' in green. It contains a text prompt: 'If you received allowances for tenant improvements for the current reporting period that are not reported on Schedule B, then enter the amount below.' Below this prompt is a text input field. At the bottom of this section 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, and 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' in green. It contains a text prompt: 'Remarks' followed by a large text input field. Below the input field, a red text label indicates '500 characters remaining (500 maximum)'. At the bottom of this section are 'Save' and 'Cancel' buttons. 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			Property Information <hr/> Property ID 057-240-25-004-1 Situs La Cumbre Plz Santa Barbara Owner ABC Retailers Inc / ABC Retail Store #201	
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			

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

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

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' 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. The main title is 'Business Property Statement E-Filing'. Below this is a 'Declaration by Assessee' section with a red warning: '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 red asterisk indicates required fields. The form contains several input fields: 'Name of Assessee or Authorized Agent', 'Title', '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', 'Title', and 'Re-enter Password'. A right sidebar contains '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) 568-2550, bpsefile@co.santa-barbara.ca.us, www.SBCAssessor.com). At the bottom, there are instructions on how to review the statement as a PDF, a warning that the statement cannot be updated online after submission, and a note that password entry is accepted as a legal substitute for a signature. Three buttons are at the bottom: 'Previous/Cancel', 'Submit', and 'View Statement'.

Business Property Statement E-Filing

Declaration by Assessee

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

• = required

Name of Assessee or Authorized Agent:

Title: Date: 1/24/2019

Name of Legal Entity (other than DBA):

Federal Employer ID Number:

Preparer's Name and Address:

Preparer's Telephone Number: Title:

Re-enter Password:

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.

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

E-Filing Contact

TEST Business Division
(805) 568-2550

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 displays the 'Business Property Statement E-Filing' interface for The Office of Joseph E. Holland, County Clerk, Recorder and Assessor, Registrar of Voters. The header features the County of Santa Barbara seal and a scenic landscape image. The main content area shows a confirmation message: 'Property Information Saved and Submitted'. Below this, submission details are listed: Property # 057-240-25-004-1, Confirmation # Y-36948866, and Submitted date/time 2/16/2016 7:24:32 AM. A note states: '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.' There are four buttons: 'Print Forms in Current Window' (with an unchecked checkbox), 'Print Business Property Statement Form 571-L', 'Print Additions/Disposals Supplemental Form 571-D', 'Login for Another Property', and 'Log Out'. A footer message says: 'Your statement has been submitted. Thank you for utilizing the Santa Barbara County Assessor's E-filing program.' The right sidebar contains 'Property Information' (Property ID, Situs, Owner), 'E-Filing Contact' (phone, email, website), and 'BPS e-Filing Help' (FAQ's, User Guide, Form Instructions).

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

Business Property Statement E-Filing

Property Information Saved and Submitted

Property #: 057-240-25-004-1

Confirmation #: Y-36948866

Submitted: 2/16/2016 7:24:32 AM

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

Your statement has been submitted.
Thank you for utilizing the Santa Barbara County Assessor's E-filing program.

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.