

Santa Barbara County Assessor Business Property Statement E-Filing System User Guide

This guide will provide you with instructions to assist you to electronically file your Form 571-L Business Property Statement.

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 file only.

Form 571-L will provide you with a Property Identification (ID) number and the Password needed to gain entry to an individual account. Passwords can only be delivered to the mailing address of the business on file. The passwords for all businesses are specific to the given year and will be changed the following year.

Locate the Property Identification Number and Password in the upper-right corner of Form 571-L or on the E-filing letter if one was sent to you. Enter this information in the appropriate boxes in the login screen. Check the box to certify that you are the owner or authorized agent of this business and select 'Login' to get started.


The screenshot shows the login interface for the Santa Barbara County Assessor's E-Filing system. At the top left is the County of Santa Barbara logo. To its right is the contact information for Joseph E. Holland, County Clerk, Recorder and Assessor, and Registrar of Voters, including his address at 105 E. Anapamu St. 2nd Floor, Santa Barbara, CA 93101. On the top right, there is contact information for E-Filing, including a contact name (Doug Nottingham), phone number (805) 568-2846, email (Dnottingham@co.santa-barbara.ca.us), and website (www.SBCAssessor.com). Below this is a 'Help' link. The main heading reads 'Office of the Santa Barbara County Assessor Business Property Statement E-Filing'. A welcome message states: 'Welcome to the County of Santa Barbara Clerk, Recorder and Assessor's E-Filing web site. To access this web program, enter your Property ID number and the password from your Property Statement or Invitation Letter.' There are two input fields: 'Property ID' and 'Password'. Below these fields is a checkbox with the text: 'By checking the box, you certify that you are an owner or authorized agent of the business.' A 'Login' button is positioned below the checkbox. At the bottom of the page, there are two links: 'Instructions for Filing the Business Property Statement' on the left and 'E-Filing User Guide' on the right.

You will notice two links at the bottom of the screen throughout the process:

- Instructions for Filing the Business Property Statement - pulls up the detailed instructions for reporting business property
- E-filing User Guide

Also on each screen is a header that provides a direct phone number and e-mail address to one of our Auditor-Appraisers you may contact for assistance.

The second screen in the process will ask you to verify that this is the correct location of the business. If the address is incorrect due to a move or clerical error, please contact the Assessor's Office to make a physical address correction. Selecting the 'No, Cancel' button will log you out of the program. Please take a moment to verify the physical address before you select 'Yes, Proceed' to move on.



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Business Property Statement E-Filing

Is this the location of your business on the lien date of January 1 of the current year?

Property ID **037-400-13-016-3**

Street Address **Paseo Nuevo**

City **Santa Barbara**


Owner Name **COMPANY INCORPORATED**

Business Name **FLAVOR GRILL**

If this is not the correct location for January 1 of this year, please call the Assessor's Office at (805) 568-2550.

[Instructions for Filing the Business Property Statement](#) [E-Filing User Guide](#)

The next screen will display the owner name, business name, and mailing address on file at the Assessor's office. 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 a change is made, please select the checkbox. When completed, click 'Next'.



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Business Property Statement E-Filing **Verify Owner and Mailing Information**

Property Number 037-400-13-016-3 Situs Paseo Nuevo Santa Barbara COMPANY INCORPORATED/FLAVOR GRILL

* = Required * Owner Name Max length 30 characters please

Business Name Max length 50 characters

Mailing Address

Mailing Address 2


City State Zip

If you have made changes on this screen, please check here.

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Once the business name and addresses are verified, you will move on to the next two screens which ask a series of questions pertaining to the business. Although answers to only two of the following questions are required to move on in the process, we ask that you answer all questions to the best of your ability. An e-mail address is required for electronic communication should any questions about the business property filing arise.

Enter your responses to the questions below and click 'Next' after each screen.



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Business Property Statement E-Filing
General Information (1 of 2)

Property Number 037-400-13-016-3
Situs Paseo Nuevo Santa Barbara
COMPANY INCORPORATED/FLAVOR GRILL

a. Type of Business

b. Local Telephone # Fax * E-Mail Address


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

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

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[E-Filing User Guide](#)



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Business Property Statement E-Filing
General Information (2 of 2)
2010

Property Number 037-400-13-016-3
Situs Paseo Nuevo Santa Barbara
COMPANY INCORPORATED/FLAVOR GRILL

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

g. During the period of January 1, 2009 through December 31, 2009


(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.

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The Supplies and Construction in Progress costs for lien date assessment are reported in the screen, identified as Part II – Supplies, Construction, Etc. Please enter the reportable cost of supplies and construction in progress, complete the remaining questions. You may also enter any necessary remarks, and select ‘Next’ to proceed.



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Business Property Statement E-Filing
Part II -- Supplies, Construction, Etc.
2010


Property Number 037-400-02-142-5
Situs Paseo Nuevo Santa Barbara
COMPANY INCORPORATED/FLAVOR GRILL

Supplies	<input type="text" value="2,500"/>	
Description of Construction in Progress	<input type="text" value="CIP description"/>	
Construction Amount	<input type="text" value="100,000"/>	
Ownership Type	<input type="text" value="Corporation"/>	Type if Other <input type="text"/>
Business Description	<input type="text" value="Service/Professional"/>	
Have you received allowances for tenant improvements for the current reporting period that are not reported on Schedule B?	<input type="radio"/> Yes <input type="radio"/> No	
If Yes, enter amount	<input type="text"/>	
Remarks	<input type="text" value="Enter remarks here."/>	

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As shown below, the amounts for Supplies and Construction are carried over to the following screen – Cost Detail. 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 description. Please note that this is the default screen for all reporting categories.



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Business Property Statement E-Filing
Cost Detail
2010

Property Number 037-400-02-142-5
Situs Paseo Nuevo Santa Barbara
COMPANY INCORPORATED/FLAVOR GRILL

To add or change information, click on any of the underlined headings.

<u>Schedule A</u>	Totals	<u>Schedule D</u>	Totals
<u>1. Machinery and Equipment</u>	<input type="text"/>	<u>Additions</u>	<input type="text"/>
<u>2. Office Furniture and Equipment</u>	<input type="text"/>	<u>Disposals</u>	<input type="text"/>
<u>3. Other Equipment</u>	<input type="text"/>		
<u>4. Tools, Molds, Dies and Jigs</u>	<input type="text"/>	Other	
<u>5. Computers</u>	<input type="text"/>	<u>Leases</u>	<input type="text"/>
Total Schedule A	<input type="text"/>	<u>Miscellaneous</u>	<input type="text"/>
		<u>Supplies</u>	<input type="text" value="2,500"/>
Schedule B		<u>Construction</u>	<input type="text" value="100,000"/>
<u>1. Structure Items Only</u>	<input type="text"/>	<u>Remarks</u>	<input type="text" value="x"/>
<u>2. Fixtures Only</u>	<input type="text"/>		
Total Schedule B	<input type="text"/>		

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This table 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 the '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.

Business Property Statement E-Filing **Schedule A Column 1 -- Machinery and Equipment** **2010**

Property Number 037-400-13-016-3 Situs Paseo Nuevo Santa Barbara COMPANY INCORPORATED/FLAVOR GRILL

2009	36,575	2001	56,807	1993	
2008	13,552	2000	128,921	1992	
2007		1999		1991	
2006	9,466	1998		1990	
2005	5,649	1997		1989	
2004	11,550	1996		1988	
2003		1995		Prior	
2002	22,106	1994		Total	284,626

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

Business Property Statement E-Filing **Schedule A Column 3 -- Other Equipment** **2010**

Property Number 037-400-13-016-3 Situs Paseo Nuevo Santa Barbara COMPANY INCORPORATED/FLAVOR GRILL

Description: Telephone & Communication Eq.

2009		2001	8,452	1993	
2008	3,794	2000	18,574	1992	
2007		1999		1991	
2006		1998		1990	
2005	4,526	1997		1989	
2004		1996		1988	
2003		1995		2004	
2002		1994		Total	35,346

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Computers are divided into two subcategories under the same link. The Instructions link in the footer will give guidance on how to classify your computer-related assets. After entering the cost totals, select 'Save'. Totals will be reflected on the Cost Detail screen.

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Business Property Statement E-Filing **Schedule A Column -- Computers and Networking Equipment** **2010**
Property Number 037-400-13-016-3 Situs Paseo Nuevo Santa Barbara COMPANY INCORPORATED/FLAVOR GRILL

5a. Personal Computers		5b. LAN Equipment and Mainframes	
2009	1,345	2009	1,053
2008		2008	
2007	1,174	2007	
2006		2006	
2005		2005	6,542
2004	2,300	2004	
2003		2003	
2002		2002	
2001		2001	
Prior		Prior	
Total	4,819	Total	7,595

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Use 'Additions' and 'Disposals' in Schedule D to provide additional details of the changes in business assets. After selecting the title on the Cost Detail page, choose 'Add Acquired Item' or 'Add Disposed Item' near the upper-right corner of the screen. Text boxes will allow you to specify the assets acquired or disposed, when the changes took place, and the acquired cost. Refer to the screen below for text boxes.

Note: The costs entered on Schedule D are not carried over to the applicable Schedule A or Schedule B. 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.

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Business Property Statement E-Filing **Disposals of Property Reported on Schedule D**
Property Number 037-400-13-016-3 Situs Paseo Nuevo Santa Barbara COMPANY INCORPORATED/FLAVOR GRILL

Type: **Machinery and Equipment**

Month and Year of Disposal: **3/2009**


Year Acquired: **1999**

Description: **Barstools**

Cost: **1,750**

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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 edit or delete completed entries or add another entry. Selecting 'Done' will close the screen and take you back to the Cost Detail page.



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Business Property Statement E-Filing
Disposals of Property Reported on Schedule D

Property Number 037-400-13-016-3
Situs Paseo Nuevo Santa Barbara
COMPANY INCORPORATED/FLAVOR GRILL


Disposals This Reporting Year

Please subtract disposal costs from the year acquired cost totals on the appropriate schedules. The system will not make automatic adjustments. Thank you.

Column	Month/Year of Disposal	Year Acquired	Description	New Cost		
A 5	7/2009	2002	Dell Computers	2,436	Edit	Delete
A 1	10/2009	1999	Kitchen Equipment	9,422	Edit	Delete
A 1	3/2009	1999	Barstools	1,750	Edit	Delete

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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.



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Business Property Statement E-Filing
Acquisitions of Property Reported on Schedule D

Property Number 037-400-13-016-3
Situs Paseo Nuevo Santa Barbara
COMPANY INCORPORATED/FLAVOR GRILL

Lessor Name:

Lessor Mailing Address:

Tax Obligation:

Type:

Year of Acquisition:

Year of Manufacture:

Description and Identification #:


Cost to Purchase New:

Annual Rent:

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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.


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Business Property Statement E-Filing **Leases**
 Property Number 037-400-13-016-3 Situs Paseo Nuevo Santa Barbara COMPANY INCORPORATED/FLAVOR GRILL

Lessor	Type	Year	Description and ID	New Cost
Big Finance Corporation	Leased Equipment	2009	Copier	14,000 Edit Delete

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The Remarks section is available again for a second chance to enter comments about your filing. Click 'Remarks' on the Cost Detail page to attach notes to the filing. Please include notes regarding any reporting changes that may appear questionable during review. Select 'Save' to attach your note to the filing.


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Business Property Statement E-Filing **Acquisitions of Property Reported on Schedule D**
 Property Number 037-400-13-016-3 Situs Paseo Nuevo Santa Barbara COMPANY INCORPORATED/FLAVOR GRILL

Remarks

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When comments are attached, an 'X' is placed next to the 'Remarks' heading as shown below. Remarks can include anything from information on land development costs to requests for a copy of assessable value calculations. If you have questions about e-filing your statement, please contact our office directly before submitting your Business Property Statement.



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Business Property Statement E-Filing
Cost Detail
To add or change information, click on any of the underlined headings.

Property Number 037-400-13-016-3
Situs Paseo Nuevo Santa Barbara
COMPANY INCORPORATED/FLAVOR GRILL

Schedule A	Totals	Schedule B	Totals
1. Machinery and Equipment	284,628	Additions	
2. Office Furniture and Equipment		Disposals	13,608
3. Other Equipment	35,346		
4. Tools, Molds, Dies and Jigs		Other	
5. Computers	12,414	Leases	14,000
Total Schedule A	332,388	Miscellaneous	
		Supplies	2,500
Schedule B		Construction	10,000
1. Structure Items Only		Remarks	x
2. Fixtures Only		Go Back to Owner and General Information	
Total Schedule B			

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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 or the Additions/Disposals list with the data entered.



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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.

Print Forms in Current Window

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.

Once all of the asset information is entered in its entirety and you are ready to file the form, select 'Save and Submit' on the Cost Detail page. Complete the Declaration by Assessee by entering the requested information in the relevant spaces. Entering the password used to login to the program will serve as an electronic signature declaring that the reported costs are correct and complete.

* Please note that amending your filing will require a paper submittal. The e-filing system cannot accept modifications after 'Save and Submit' is selected.

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 for printing of your statement. If your computer has a pop-up blocker turned on or if you are experiencing other printing problems, you should check the box 'Print Forms in Current Window' before printing.

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