

ROBERT MENVIELLE
ASSESSOR

JACK R. DUNNAM
ASSISTANT ASSESSOR



940 W. MAIN ST., SUITE 115
EL CENTRO, CA 92243-2874
TEL: (442) 265-1300
FAX: (442) 265-8030
assessor@co.imperial.ca.us
<https://assessor.imperialcounty.org>

February 23, 2023

Dear Service Station Business Property Filer,

This is your notice to file a 2023 property statement. We no longer mail paper statements to filers. Electronic filing (e-file) is now the preferred method for filing property statements in Imperial County. Service station businesses are also required to file a supplemental schedule listing their service station and/or carwash equipment. We have included form B-116A for that purpose. There is no e-file option for form B-116A. Please read this entire letter as it contains important filing instructions and due dates. If you utilize an independent accounting service to prepare your property statement, please forward this information to them. **If you have permanently closed your business, please complete the Statement of Change Form that is printed on the back of the BIN letter included in this envelope.** A fillable version of the Statement of Change Form is also available at <https://assessor.imperialcounty.org/forms/>.

Included in this envelope is a separate letter that contains a unique, private and secure Business Identification Number (BIN#) that you will use to e-file your 2023 BOE Form 571-L Business Property Statement. Form 571-L Service Station Business Property Filers can access the Online Business Property Filing (OBPF) site at <https://obpfn.mptsweb.com/OBPFN/obpf/imperial> or they can go to the Assessor's website <http://assessor.imperialcounty.org> and click on the OBPF e-file icon to begin.

If you prefer to file all paper forms, fillable forms are available on the Assessor's website. Go to <http://assessor.imperialcounty.org/forms/> and select the link to the form that you need to file. Fillable forms should be completed online, printed and mailed or delivered to the Assessor. Forms are also available upon request by calling (442) 265-1300 or e-mailing a request to Assessor@co.imperial.ca.us.

The filing dates for both e-filers and paper form filers are as follows:

April 1, 2023: Business property statements are due.

May 8, 2023: Final day to file property statements without a 10% late penalty.

May 31, 2023: Last day to amend a timely filed property statement, without a 10% penalty.

Statements and amendments are timely filed, if e-filed or postmarked on their respective due date.

For questions related to property statements or for assistance with electronic filing, please call the Assessor's Business Property information line at (442) 265-8805 or email your questions or request to BusinessProperty@co.imperial.ca.us.

Sincerely,

Robert Menvielle
Imperial County Assessor