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March 1, 2024

Dear Bank, Insurance Company and Financial Corporation Property Statement Filers,

**This is your notice to file a 2024 BOE business property statement.** Electronic filing (e-file) is now the preferred method for filing property statements. Below are *two* options on how to properly file form 571-L and 571-LA with our office.

**Option # 1 – Online Filing (SDR/e-SDR)**

Included in this envelope is a separate Notice to File letter that contains an account number and Business Identification Number (BIN#) you will use to e-file your property statement. Refer to this letter for filing instructions. Filers who use Form 571-L Business Property Statements and Alternate Schedule A (BOE 571-LA) can access their Cal Assessor SDR/e-SDR web portal at <https://public.calbpsfile.org/home> or on the Assessor's website at [assessor.imperialcounty.org](http://assessor.imperialcounty.org). **On the Assessor's webpage, click on the SDR/e-SDR e-file icon to get started.**

Specific software/programming requirements, filing instructions, and other information for SDR/e-SDR can be found at <http://public.calbpsfile.org>.

**Option # 2 – Paper Form Filing**

If you prefer to file all paper forms, fillable forms can be found and completed at <http://assessor.imperialcounty.org/forms/>. Completed 571 forms can be printed, delivered, mailed, or emailed to our office. Forms are also available upon request by calling (442) 265-1300 or e-mailing a request to [Assessor@co.imperial.ca.us](mailto:Assessor@co.imperial.ca.us).

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

**April 1, 2024:** Property statements are due.

**May 7, 2024:** Final date to file property statements without a 10% late penalty.

**May 31, 2024:** Last date to amend timely filed property statements, without a penalty.

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

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 Notice to File letter included in this envelope.** A fillable version of the Statement of Change Form is also available at <https://assessor.imperialcounty.org/forms/>.

For questions related to business property statements or assistance with e-filing, please call the Assessor's Business Property information line at **(442) 265-8805**. Questions related to business property statements can also be emailed to [BusinessProperty@co.imperial.ca.us](mailto:BusinessProperty@co.imperial.ca.us).

Sincerely,

Robert Menvielle  
Imperial County Assessor