

ROBERT MENVIELLE
ASSESSOR

JACK R. DUNNAM
ASSISTANT ASSESSOR

IMPERIAL COUNTY 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 14, 2024

Dear Service Station Business Property Filer,

This is your notice to file a 2024 BOE 571-L business property statement. Electronic filing (e-file) is now the preferred method for filing property statements. Service station businesses are also required to file supplemental form B-116A to list their service station and/or carwash equipment. Below are *two* options on how to properly file forms 571-L & B-116A with our office.

Option # 1 – Online Business Property Filing (OBPF)

Included in this envelope is a separate letter that contains a secure Business Identification Number (BIN#) used to e-file your 2024 BOE Form 571-L business property statement. Refer to this letter for further filing instructions. To file form B-116A online, use the fillable form found on our website at <http://assessor.imperialcounty.org/forms/>. After completing and saving the form B-116A to your computer, log into the OBPF web portal. At the main page of the web portal, form B-116A can be attached to your e-file return by selecting the “Attachments” tab and uploading it to the “Attach Schedule” box.

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-L & B-116A forms can be printed, delivered, mailed, or emailed to our office. Forms are also available by calling (442) 265-1300 or e-mailing Assessor@co.imperial.ca.us.

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

April 1, 2024: Business property statements are due.

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

May 31, 2024: 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.

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/>.

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.

Sincerely,



Robert Menvielle
Imperial County Assessor