

**LESLIE MORGAN, SHASTA COUNTY ASSESSOR-RECORDER**  
**BUSINESS PROPERTY STATEMENT INFORMATION SHEET**  
**PLEASE READ**

**DUE DATE FOR FILING IS APRIL 1, 2020**  
**PENALTIES WILL APPLY IF FILED AFTER MAY 7, 2020**

You have been requested by the Shasta County Assessor to complete and file the enclosed Business Property Statement. Instructions for Preparation and Filing are included with the Statement. If you closed, sold, or moved your business prior to January 1, 2020, please complete the section below and return with your signed Business Property Statement.

If you closed, sold, or moved your business AFTER 12:01 a.m. on January 1, 2020, you MUST complete the Statement in full and complete the information below. You must also complete the Statement if you have equipment remaining at 12:01 a.m. on January 1, 2020, as some of the equipment may still be assessable.

**PLEASE NOTE: Statements returned that are not completed in full and/or are not signed according to the instructions will be returned for correction, which could result in your Statement being filed late.**

If you need any assistance in completing the Statement or need a replacement Statement, please give our office a call at (530) 225-3640

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**DID YOU CLOSE, SELL, OR MOVE YOUR BUSINESS OUT OF COUNTY?**

If your business was Closed or Sold or Moved out of Shasta County before 12:01 a.m. on January 1, 2020, please complete and return the following with your signed Business Property Statement.

ASSESSEE NAME: \_\_\_\_\_ ASSESSMENT NO: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

CONTACT TELEPHONE NO: \_\_\_\_\_

IF BUSINESS CLOSED	IF BUSINESS SOLD	IF BUSINESS MOVED OUT OF COUNTY
DATE CLOSED: _____	DATE SOLD: _____	DATE MOVED: _____

IF CLOSED, what did you do with the business equipment? \_\_\_\_\_

IF SOLD, PROVIDE BUYER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

IF MOVED, New Location: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

## **BUSINESS PROPERTY STATEMENT INFORMATION SHEET FREQUENTLY ASKED QUESTIONS**

For a complete list of Frequently Asked Questions, please visit the Forms and Annual Filing Forms at the following:  
[http://www.co.shasta.ca.us/index/assessor\\_index.aspx](http://www.co.shasta.ca.us/index/assessor_index.aspx)

### **WHY DO I HAVE TO COMPLETE THIS STATEMENT?**

Per the California Revenue & Taxation Code (Section 441), every person who owns, claims, possesses, or controls tangible personal property not specifically exempted, shall file a Business Property Statement upon request of the Assessor. Generally, personal property that is assessable consists of business property used in the conduct of a business (i.e., machinery and equipment, office furniture and equipment, tools, computer equipment, and leasehold improvements), boats, aircraft, and mobile equipment. Since you have received this Statement, you are required to complete it and file it with the Assessor.

### **WHAT HAPPENS IF I DON'T FILE A VALID STATEMENT TIMELY?**

If a valid Business Property Statement is not filed or is not filed timely, the California Revenue & Taxation Code (Sections 441 & 470) requires the Assessor to add a 10% penalty to the assessed value. The same penalty may apply for Statements that are not completed properly. For those taxpayers that do not file a Business Property Statement upon request or do not complete the Statement properly, the Assessor is required to estimate the value of the property to which the 10% penalty will be applied.

### **WHAT IS CONSIDERED A 'VALID STATEMENT'?**

While completing the Business Property Statement, all items on the Statement must be addressed properly. Per Revenue & Taxation Code Section 441 (g), the Assessor will not accept a statement determined to be in error and may return it for correction. On Page 1, this includes completing the Location of the Business Property, all questions answered in Part I, amounts documented properly in Part II, all leases/finance agreements and property belonging to others included in Part III, and the Statement signed by a valid individual. For pages 2-4, Schedules A & B must be completed in full as well as BOE-571-D (page 4), if applicable. Please note that in no circumstance can we accept 'Same as Last year' or 'No Changes' as valid information.

### **WHAT IF THE PRINTED INFORMATION IS NOT CORRECT?**

Per the Instructions provided, it asks for you to make the necessary corrections to the printed name, mailing address, and location of the business property. Do this by lining out the incorrect information and documenting the correct information on the side. Please do not place a label over our printed information. If the location of the business is incorrect, but you are still located in Shasta County, please be sure to document the correct date in Part 1 (d). If you moved out of Shasta County, please see the instructions on the opposite side of this sheet.

### **WHAT IS CONSIDERED A VALID SIGNATURE?**

According to the instructions, the Statement must be signed by the assessee, a duly appointed fiduciary, or a person authorized to sign on behalf of the assessee. For all ownership types, a member of the bar, a certified public accountant, a public accountant, or an enrolled agent is an authorized signor. For a Corporation, an authorized signor is typically an officer of the Corporation. For a Partnership, a partner is an authorized signor. For a Limited Liability Company (LLC), the signor can be an LLC manager or a member of the LLC. Outside of those individuals, in order to be an authorized signor, we must have a valid Agent Authorization on file. Please note that stamped or pre-printed signatures are not considered valid.

### **CAN I USE A SOFTWARE-GENERATED STATEMENT?**

There are several companies that have software that generates a statement similar to the Business Property Statement. Per Revenue & Taxation Code Section 441.5, the Assessor has taken the position to NOT accept software generated statements in lieu of the original. Software generated statements may be used as an attachment to the original if all items are addressed properly and the original includes a valid signature. If not valid, your statement may be returned for correction and/or considered to be an invalid filing.