

571-L

WEBSTER J. GUILLORY ORANGE COUNTY ASSESSOR
P.O. BOX 1949, SANTA ANA, CALIFORNIA 92702-1949
PHONE (714) 834-2930



2007

BUSINESS PROPERTY STATEMENT

(Declaration of costs and other related property information as of 12:01 A.M., January 1, 2007)
(Make necessary corrections to the printed name and mailing address.) FILE RETURN BY APRIL 1, 2007 (File a separate statement for each location.)

RETURN THIS ORIGINAL FORM. COPIES WILL NOT BE ACCEPTED.



NAME AND MAILING ADDRESS

LOCATION OF THE BUSINESS PROPERTY, STREET, CITY
CONTACT NAME:

PART I: GENERAL INFORMATION

Form section for Part I: General Information, including business type, telephone numbers, ownership status, and accounting records.

Form section for Part I: General Information, including authorized person for accounting records and questions about property changes and leases.

PART II: DECLARATION OF PROPERTY BELONGING TO YOU
(attach schedule for any adjustment to cost)

Table with 2 columns: Description (Supplies, Equipment, etc.) and Cost (omit cents).

Table with 2 columns: Description and Assessor's Use Only.

PART III: DECLARATION OF PROPERTY BELONGING TO OTHERS - IF NONE WRITE "NONE"

Table for Part III: Declaration of Property Belonging to Others, including leased equipment, tax obligations, and lessor information.

Form section for Declaration by Assessee, including signature, date, and business description.

Table for Assessor's Use Only, including Prior Assmt. Compared by Deputy and Station numbers.



SCHEDULE A - COST DETAIL: EQUIPMENT (Do not include property reported in Part III.)

Include expensed equipment and fully depreciated items. Include sales or use tax, freight and installation costs.

Attach schedules as needed. Lines 18, 31, 33, and 42 "Prior" - Report detail by year(s) of acquisition on a separate schedule.

LINE NO	Calendar Yr. of Acq.	1. MACHINERY AND EQUIPMENT FOR INDUSTRY, PROFESSION, OR TRADE (do not include licensed vehicles)			2. OFFICE FURNITURE AND EQUIPMENT		3. OTHER EQUIPMENT (describe)		Calendar Yr. of Acq.	4. TOOLS, MOLDS, DIES, JIGS		
		COST	ASSESSOR'S USE ONLY		COST	ASSESSOR'S 27 USE ONLY	COST	ASSESSOR'S USE ONLY		COST	ASSESSOR'S 30 USE ONLY	
		315 MACHINERY & EQUIPMENT			312 OFFICE FURN & EQUI							
11	2006								2006			
12	2005								2005			
13	2004								2004			
14	2003								2003			
15	2002								2002			
16	2001								2001			
17	2000								2000			
18	1999								Prior			
19	1998								Total			
20	1997								Calendar Yr. of Acq.	5a. COMPUTERS Component cost of \$25,000.00 or less		
21	1996									COST	ASSESSOR'S 32 USE ONLY 705	
22	1995											
23	1994								2006			
24	1993								2005			
25	1992								2004			
26	1991								2003			
27	1990								2002			
28	1989								2001			
29	1988								2000			
30	1987								1999			
31	1986								Prior			
32	1985								Total			
33	Prior								Calendar Yr. of Acq.	5b. COMPUTERS -Component cost of \$25,000.01 to \$500,000.00		
34	Total									COST	ASSESSOR'S 32 USE ONLY	
35	Add TOTALS on lines 19, 32, 34, 43, 46 and any additional schedules. ENTER HERE AND ON PART II, LINE 2											
									2006			
									2005			
36	ASSESSOR'S USE ONLY									2004		
37	CLASSIFICATION	COL.	FULL VALUE BASE	FULL VALUE	PERS. PROP. RCLND	PERS. PROP. ADJUSTMENT	PERS. PROP. FULL VALUE		2003			
38	Machinery & equipment	1							2002			
39	Office furniture & equipment	2							2001			
40	Tools, molds, dies & jigs	4							2000			
41	Computers	5a							1999			
42		5b							Prior			
43		5c							Total			
44	Other equipment	3							5c. COMPUTERS-Provide total cost of components costing \$500,000.01 or more and attach detailed schedule by year of acquisition			
45	Schedule B -Fixtures	-										
46	TOTALS								TOTAL COST			

SCHEDULE B-COST DETAIL: BUILDINGS, BUILDING IMPROVEMENTS, AND/OR LEASEHOLD IMPROVEMENTS, LAND IMPROVEMENTS, LAND AND LAND DEVELOPMENT

Attach schedules as needed. Line 69 "Prior"—Report detail by year(s) of acquisition on a separate schedule.

LINE NO	Calendar Yr. of Acq.	BUILDINGS, BUILDING IMPROVEMENTS, AND/OR LEASEHOLD IMPROVEMENTS				3. LAND IMPROVEMENTS <small>(e.g., blacktop, curbs, fences)</small>		4. LAND AND LAND DEVELOPMENT <small>(e.g., fill, grading)</small>	
		1. STRUCTURE ITEMS ONLY <small>(see instructions)</small>		2. FIXTURES ONLY <small>(see instructions)</small>		COST	ASSESSOR'S USE ONLY	COST	ASSESSOR'S USE ONLY
		COST	ASSESSOR'S 37 USE ONLY 000	COST	ASSESSOR'S 36 USE ONLY 315				
		STRUCTURE		LEASEHOLD IMPRS/FIXTUR					
47	2006								
48	2005								
49	2004								
50	2003								
51	2002								
52	2001								
53	2000								
54	1999								
55	1998								
56	1997								
57	1996								
58	1995								
59	1994								
60	1993								
61	1992								
62	1991								
63	1990								
64	1989								
65	1988								
66	1987								
67	1986								
68	1985								
69	Prior								
70	Total								
71	Add TOTALS on line 70 and any additional schedules. ENTER HERE AND ON PART II, LINE 4 <input type="text"/>								
72	Have you received allowances for tenant improvements for the current reporting period that are not reported above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes indicate amount \$ _____								

REMARKS: _____

Civic Center Plaza Entrance
630 N. Broadway
P.O. Box 1949
Santa Ana, CA 92702-1949



WEBSTER J. GUILLORY
COUNTY ASSESSOR

Telephone: (714) 834-2930
FAX: (714) 834-4038
www.ocgov.com/assessor

Established 1889
OFFICE OF THE ASSESSOR

Notice To File A 2007 Business Property Statement (571-L)

State law requires business owners to file a property statement for every business location with the local county assessor, (*R & T Code, Sect. 441(a)*). The penalty for failure to file is 10% of the total assessed value. The last day to file without a penalty is **May 7, 2007**.

You can file your property statement electronically. Starting this year, Orange County is replacing the e-File system with the **new e-SDR system**. The filing process is similar to the e-File system you may have used in the past. You will receive a filing confirmation and will be able to print completed statements on state-approved forms. A sample e-SDR filing notice is enclosed with more detailed information. This year, the actual e-SDR filing notice that contains unique access codes you need to file, is being sent separately. Look for your notice next week.


Large business filers with multiple locations in one or more counties should consider filing electronically on the SDR System. Some programming is required on your part to convert your statement information to the approved SDR data format (XML). Once your data is converted, you can submit statements electronically to all California counties with one SDR data file. In 2006, large companies saved time and money by filing thousands of property statements statewide on SDR. For more information, please visit www.calbpsfile.org or call Carl Fine at (714) 834-2936.

If you choose not to file electronically, the enclosed county-generated cover page must be signed and submitted for your statement to be considered a legal filing. Schedules generated by third-party software may be accepted as attachments, in accordance with (*R&T Code, Sect. 441.5*).

All businesses are encouraged to file electronically. For general filing questions, please call (714) 834-2930. Thank you for your attention and cooperation in this matter.

Sincerely,

WEBSTER J. GUILLORY
County Assessor

By: 
Larry Backus

Manager, Business Property

Your action is required to comply with State law.

File your property statement by May 7, 2007 to avoid a late filing penalty.

BUSINESS PROPERTY STATEMENT (571-L) FILING INSTRUCTIONS

Please read the 571-L form and instructions thoroughly. Then complete, sign, date, and return the enclosed Business Property Statement (571-L) no later than May 7, 2007. You are required to report all business property (excluding inventory) that was owned, possessed, controlled, or leased at this location on January 1, 2007. If your completed statement is not received, this office is required by law to estimate the value of your business property and add a 10% penalty for failure to file.

SCHEDULE A – COST DETAIL: EQUIPMENT

Report all business assets you owned, possessed, controlled, and/or leased at this location on January 1, 2007. Business assets include, but are not limited to: Machinery and Equipment, Office Furniture and Equipment, Computers, Tools, Molds, Jigs, and Supplies on Hand. **Include assets that are fully depreciated, expensed, and/or idle. Do not report licensed vehicles, computer application software, or goods you held for sale, rent, or lease to others (i.e., inventory). Do not report assets you lease or rent from others on Schedule A.**

Leased or Rented Assets: All business assets that you lease or rent from others (assets you do not own) are to be reported on the front of the Business Property Statement in **Part III, Declaration of Property Belonging to Others**. Items reported in Part III, should not be included in Schedule A.

SCHEDULE B – COST DETAIL: BUILDING IMPROVEMENTS AND/OR LEASEHOLD IMPROVEMENTS, LAND, AND LAND IMPROVEMENTS

Renter: If you are renting your business location, the improvements made to the real property should be reported on Schedule B. Please detail all costs. **Landlord:** If you own the real property, report the costs of the structure, tenant improvements (fixtures), land improvements, land, and land development on Schedule B. Please detail all costs.

NO ADDITIONS OR DISPOSALS

For your convenience, prior year assessed costs are preprinted on these schedules. If the information has not changed (i.e., there have been no additions or disposals since January 1, 2006), total each schedule and bring the totals forward to the front of the statement, **Part II, lines 1-6**. Sign, date, and return the statement.

EXCEPTIONS

Note: Ownership on lien date (January 1) determines obligation to pay taxes.

Moved: If you moved your business to another location within Orange County, complete the Business Property Statement as instructed above. However, **line out** the business address preprinted on the face of the statement and **write in your new business address**. Please **write the date you moved** next to your new business address. If you moved out of the county, please note the name of the county you moved to, the date you moved, then sign, date, and return the statement.

Sold: If you sold your business before **January 1, 2007**, write the **date of sale and the buyer's name, mailing address, and telephone number** on the face page of the Business Property Statement. Then sign, date, and return the face page. If you sold your business **after January 1, 2007**, report your business assets on Schedules A and B as usual.

Closed: If you closed your business before **January 1, 2007**, and **did not dispose** of all assets, you are required to report your remaining business assets on Schedules A or B. If you **did dispose** of all assets before **January 1, 2007**, write the date you closed your business and provide a telephone number for confirmation, then sign, date, and return the statement.

INVALID FILINGS

Business Property Statements that are unsigned or signed with an invalid signature will be returned. Statements generated by a party other than the Assessor Office will also be returned unless accompanied by the original statement. To be considered valid, a property statement must be signed by the Assessee, an owner or partner in the property or business, a corporate executive officer (e.g., chairman of the board, president, vice president, CFO, treasurer, controller, or secretary), a duly appointed fiduciary, a certified public accountant, a public accountant, or an enrolled agent. The signature of any other employee or agent requires written authorization by way of a signed Statement of Agency executed by the Assessee or the Board of Directors and filed with the Orange County Assessor. The Assessor may require any person given written authorization to be a valid signatory on a Business Property Statement to provide proof of authorization.

PLEASE CALL (714) 834-2930 IF YOU HAVE QUESTIONS



****SAMPLE ONLY****

OFFICE OF THE ASSESSOR

SDR & e-SDR Sample Notice To File
www.calbpsfile.org

WEBSTER J. GUILLORY
COUNTY ASSESSOR

TELEPHONE: (714) 834-2930
FAX: (714) 834-4038
630 N. Broadway Ave. Room 135
Santa Ana, CA 92701-1949

Sample Notice
Mailing Address
City, State, Zip



e-file Your 2007 Business Property Statement
No new software or filing fee is required to use e-SDR

Starting in 2007, small business filers can e-file Business Property Statements on-line quickly and easily using the new e-SDR system. The e-SDR system is a new component of the SDR network that was launched in 2005 for large business filers. The benefits and convenience of e-file are now available to businesses of all sizes.

Small business filers with one or a few locations are guided by e-SDR to file Forms 571-L, 571-R, 571-A & F. Each statement is completed one at a time by answering questions and filling in the blanks. The system does all the calculations for you, and you can save a statement and come back later to complete it. You will get a confirmation number with a time stamp when the statement is submitted. **No new software is needed.**

Large business filers with multiple locations in one or more counties should use the SDR network to submit statements (data files), all in one upload. Programming or special software is required to create SDR data files in the approved XML schema. SDR users are required to register on-line at www.calbpsfile.org. To request a copy of the XML schema, print and submit a Schema Request Form from the Links menu on the homepage.

Filing instructions, help screens and reference materials are provided on SDR and e-SDR. Filers using e-SDR can print a completed Form 571 with schedules, filing confirmation and the exact time it was submitted. Statements are stored on-line for seven (7) years, so you can get a copy whenever you need one. Access to your statement(s) is protected with Account Number and Business Identification Number (BIN) for e-SDR users, and Login ID and Password for SDR users. Statements are encrypted and transmitted on a secured site to protect confidential information.

Start filing e-SDR. Go on-line to www.calbpsfile.org and click on the **>>e-SDR** button on the left. Enter your Account Number and Business ID Number (BIN) printed below and start filing e-SDR.

Account Number **Sample Only** Business ID (BIN) **Sample Only**

IMPORTANT: KEEP THIS NOTICE IN A SAFE PLACE. This Account Number and BIN provides secure access to your statement, guards your confidential information and protects your privacy.

2007 STATEMENT DUE DATE AND LATE FILING (PENALTY) DATE

April 1 . . . Business Property Statements Are Due
May 7 . . . Last Day before 10% Penalty is Applied to Late Filed Statements

Filing deadlines are established in Revenue and Taxation Code Sections 441(b) and 463, and apply to hardcopy, SDR and e-SDR filing. File on time to avoid a late filing penalty. **No filing extension will be granted.**

If you have any questions, please call (714) 834-2930.

Sincerely,

WEBSTER J. GUILLORY, County Assessor



RETURN ADDRESS

A002-4.6Y

WEBSTER J. GUILLORY
ORANGE COUNTY ASSESSOR
PO BOX 1949
SANTA ANA CA 92702-1949

