



**PETER ALDANA**  
**COUNTY OF RIVERSIDE**  
**ASSESSOR-COUNTY CLERK-RECORDER**

BUSINESS PERSONAL PROPERTY DIVISION  
Telephone (951) 955-6210 Fax (951) 955-8535

**Mailing Address**  
P.O. Box 1240  
Riverside, CA 92502-1240

**E-mail Address**  
[bpplhelpdesk@asrclrec.com](mailto:bpplhelpdesk@asrclrec.com)

**Websites**  
[www.rivcoacr.org](http://www.rivcoacr.org)  
[www.riversidetaxinfo.com](http://www.riversidetaxinfo.com)

## 2024 Business Property Statement: Notice to File Electronically

**PIN/ASMT NBR:**  
**ACCESS CODE:**  
**SITUS STREET:**  
**SITUS CITY:**

**BUC:**

State law requires business owners to file a Business Property Statement (571-L, 571-LA, 571-F, 571-R) with the County Assessor annually for every business location within the county (R & T Code, Sect. 441(a)). You are required by law to respond.

You are required to notify the Assessor if you are no longer in business, or if you are not in business at this location. **If no longer in business, moved out of this location, or added a new location as of January 1, 2024**, please visit the online filing website below and complete the ACR 253 *Change of Status* form. **If no longer in business, sold or moved after January 1, 2024**, you must still file for 2024. Let us know the details in the notes section of the filing.

In an effort to streamline the valuation process and reduce costs, you will not receive a paper copy of the 571-L statement this year.

Go to: <https://ca-riverside-acr.publicaccessnow.com/E-Forms/BusinessPersonalPropertyE-Forms.aspx> to file your 2024 Business Property Statement. **Use the PIN/Asmt Number and Access Code above to sign in and submit your statement.**

Business Property Statements are due April 1, 2024. The last day to file without incurring a 10% late filing penalty is **May 7, 2024<sup>1</sup>**. The Assessor does not have the authority to grant filing extensions.

Thank you for your cooperation and participation.

Sincerely,

Peter Aldana  
Assessor-County Clerk-Recorder

By:  
Jennifer Lemley  
Principal Deputy Assessor-County Clerk-Recorder  
Business Personal Property Division

### **YOUR ACTION IS REQUIRED TO COMPLY WITH STATE LAW**

If you choose not to file electronically, please call us at (951) 955-6210. Upon request, we will email/mail you the 571-L statement for you to complete and return to the department.

**<sup>1</sup>If May 7th falls on a weekend, a legal holiday, or a day the County Assessor's Office is closed, the filing deadline is extended to the close of the next regular business day.**



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## Tips to File Online

1. A **PIN** (Parcel Identification Number) is also referred to as an Account Number or Assessment Number. It is EITHER a 9-digit number starting with zeroes, or it is a 9-digit number starting with a whole number followed by “BPP”. If the PIN ends in “BPP” please be sure to **enter all numbers and letters** when the system requests the PIN.
2. How to select the package type:
  - a. Refer to the “BUC” on the front page of the Notice to File Online

### 2024 Business Property Statement: Notice to File Electronically

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<b>ACCESS CODE:</b>				
<b>SITUS STREET:</b>				
<b>SITUS CITY:</b>				

- b. Using the following, select the appropriate package and click “eForm”
    - i. BUC equal to GTA, GTC, RJK, JJF and any beginning with “F”, except FDC – **Package 1**
    - ii. BUC equal to “GZB” – **Package 2**
    - iii. BUC beginning with “B” – **Package 5**
    - iv. BUC equal to “FDC” – **Package 6**
    - v. BUC beginning with “H” – **Package 7**
    - vi. Received a “Notice of Direct Enrollment” and have information to file, or BUC beginning with “E” – **Package 8**
    - vii. Business was sold or moved in the PREVIOUS calendar year ending December 31<sup>st</sup>, file **ACR-253**
    - viii. Vessel, BUC beginning with “M” – **Vessel Property Statement**
    - ix. Non-Commercial Aircraft, BUC beginning with “L” – **Aircraft Property Statement**
  - c. Enter PIN and Access Code to begin filing (see notes above regarding format of PIN)
3. After the form is completed, there will be the opportunity to attach files in any format (Excel, PDF, etc). Please make sure to include a description of any attachments and refer to the attachments in the appropriate section of the filing. Remarks may be added such as “CIP included in Excel file attached.”
  4. To submit your form, click continue beyond the Attachments screen, until you reach the screen that includes the Submit button. On some forms, this may be many pages in the filing system before you reach the end of the form.

As always, our office can be reached for any questions you may have. Feel free to call our Business Personal Property Division at (951) 955-6210 or email us at [bpphelpdesk@asrclkrec.com](mailto:bpphelpdesk@asrclkrec.com). Please allow 3 business days for a response.