



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
bpphelpdesk@asrclrec.com

Websites
www.rivcoacr.org

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

2025 Business Property Statement: Notice to File Electronically

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

- 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 31st, 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@asrclrec.com. Please allow 3 business days for a response.