



*****Press Release*****

Treasurer José Cisneros urges businesses to take advantage of new online tax system

Business Registration Renewal and Payroll Expense Tax statements are now easier to file using new online system in advance of the February 28 deadline

Contact: David Augustine, Treasurer's Office, 554-7601 (office)

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SAN FRANCISCO — Treasurer José Cisneros urged businesses in San Francisco to complete their business registration and payroll expense tax filings by February 28, 2010, by using a new streamlined electronic process to fill out and print their tax documents.

The new online system combines the Registration Renewal Form and Payroll Expense Tax Statement into one convenient filing process. It also provides a clear and more user-friendly way for businesses to fill out their forms by providing guided entries, automated calculations, and fewer questions to answer. This new "smart form" also utilizes modern technologies that enable it to be processed more quickly, securely, and efficiently by the Treasurer's Office.

"We are constantly seeking ways to make the registration and filing process simpler and easier to use," commented Treasurer José Cisneros. "This year marks one big step forward, and in coming years we will be moving toward online filings and payments in other areas as well."

All San Francisco businesses that had over \$66,666 in taxable payroll expense last year should have received a notification letter containing their certificate number and the last 4 digits of their Business Tax Identification Number. This information is required to use the online system.

Based on the Adobe LiveCycle Enterprise Suite (ES), the new system enables businesses to more easily and quickly complete forms. In addition, the Treasurer's Office can now capture, process and store tax form data with high accuracy in a streamlined workflow that will deliver significant productivity improvements.

“The solution implemented by the Treasurer’s Office is a great example of the benefits realized when moving from traditional, paper-based processes to powerful online workflows that work the way people work,” said Rob Pinkerton, director of Government Solutions, Adobe Systems Incorporated. “With the new system, the Treasurer’s Office is delivering taxpayers an easier, more intuitive and faster way to complete the filing process while also realizing greater efficiencies.”

Taxpayers who do not have access to computers may visit the Treasurer’s Office to fill out their registration and tax form online and print them on site.

When the annual tax deadline falls on a weekend or legal holiday, the deadline for timely submission of required forms and any applicable payments is extended to the next business day. Because this is the case in 2010 (in which February 28 falls on a Sunday), this year’s required submissions, filings, and payments will be considered timely if received (or postmarked by the US Postal Service) by March 1, 2010. For more information about filing local taxes, or if a business has not received its notification letter, please contact Taxpayer Assistance at (415) 554-4400, or visit www.sftreasurer.org.

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