

520 E-File instructions

Page 1: Fill out contact information and account information

Contact Information

Email Address *

your@email.com

Contact Name *

Your Name

Contact Phone *

(555) 555-5555

Enter your email, first and last name, and phone number in the top section

Account Information

Validation Code * (upper right corner of your statement)

|

Account Type * (hover on options for details)

Please Select

Account No *

In the account information section:

1. enter your 4-digit **Validation code**
2. Select 'Commercial', 'Lessor' or 'Multiple' for the **Account Type**.
3. Enter the **Account Number** for that account.

Selection of Exemption Application (Check only one box):*

- Option 1 - I am providing a complete reporting of all property and am requesting the Assessor calculate and apply the 2022 business property Full Cash Value exemption of \$207,366.
- Option 2 - I am reporting only property in excess of the 2022 business property Full Cash Value exemption of \$207,366.

Finally select Option-1 or Option-2 for the Exemption option and then click 'CONTINUE' to proceed to the second page to upload files

CONTINUE

Page 2: Enter comments, upload documents, and submit

Add any additional comments

Important points for appraiser to address (Ex. Closed Locations, Name Changes, Mailing Changes, Exemption, Etc.)

On page 2, enter any optional comments you desire.

Then, click Browser to add files to support your submission. You may add multiple files one at a time on this page.

Supporting Documents Uploaded (Special characters in file names not accepted)

If you have any issues, please [email your file](#) to our office.

Choose file

Browse

Once you've added all the files you need, click 'SUBMIT' and you're done. If you have any issues you can always email the appraisal teams at this email:

No files uploaded

SUBMIT

asr-bpp-pubasst@maricopa.gov