




JUSTIN P. WILSON
Comptroller

JASON E. MUMPOWER
Chief of Staff

MARCH 9, 2018

MEMORANDUM

To: Registered Agents, Attorneys & County Assessors of Property

From: Betsy Knotts, Executive Secretary 
State Board of Equalization

Subject: Notice of New Paperless Filing System of the State Board of Equalization

The State Board of Equalization (“SBOE”) is pleased to announce the launch of an updated paperless filing system and public portal. Beginning in mid-April of 2018, taxpayers and assessors wishing to submit a filing with the SBOE will now do so through our “SmartFile” paperless filing system. In addition, taxpayers and assessors needing to check on the status of pending appeals will be able to access that information through our new and more robust public portal.

Users of the new system will be able to electronically file:

- Value Appeals;
- Appeals of Initial Decision and Orders to the Assessment Appeals Commission;
- Exemption Applications; and
- Appeals of Initial Determinations on Exemption Applications.

All filers will be able to create their own accounts with the ability to start, save, and submit filings at their leisure. It is also now possible to include multiple parcels in one filing.

Please note that transitioning to the new system will require our online services to be unavailable for at least one day in April (tentatively scheduled for Friday, April 6, 2018). We will accept paper applications and appeals during the period our web services are unavailable.

I look forward to being able to enjoy this new system with you as we strive to make government work better.

cc: Justin P. Wilson, Comptroller of the Treasury
Jason Mumpower, Comptroller Chief of Staff
Susan Gullette, Director of the Division of Property Assessments