BERNALILLO COUNTY – OFFICE OF THE ASSESSOR
2015 PERSONAL PROPERTY BUSINESS EQUIPMENT REPORT
7-36-8 NMSA (1993 AMENDED)

December 29, 2014

Dear Business Property Owner:

Business personal property (equipment) that is located in Bernalillo County on January 1 of each year is subject to valuation for property taxation purposes unless it is specifically exempt by statute. The enclosed Personal Property Business Equipment Report must be completed each year and returned to the Bernalillo County Assessor's Office.

PLEASE COMPLETE AND RETURN THE ENCLOSED REPORT NO LATER THAN
FEBRUARY 28, 2015 5PM MST
A BUSINESS EQUIPMENT REPORT MUST BE FILED EACH YEAR WITH THE ASSESSOR'S OFFICE.

A business that fails to report is liable for a civil penalty equal to five percent of the property taxes due on the property for the tax year or years for which the business failed to make the required report; and the business risks audit. (7-38-8 NMSA)

The business property to report to the Assessor are those assets on which a federal depreciation deduction was taken ***and/or*** a Section-179 expense was taken and reported to the IRS for the previous tax year (7-36-8 NMSA - 1993 Amended); excluding inventory held for resale, licensed vehicles, leasehold improvements, and supplies.

A copy of the ***Federal depreciation schedule must be attached*** and returned with the **2015** Personal Property Business Equipment Report.

If the business has ceased in Bernalillo County, indicate the pertinent information on the report. If the State ID is cancelled, if possible, include a copy of the *NM State Taxation and Revenue Cancellation of State ID*.

The business personal property reported to the Bernalillo County Assessor consists of moveable items not permanently affixed to or part of the real estate. It includes, but is not limited to equipment used to conduct business such as computers, copiers, printers, phone systems, manufacturing, construction and commercial machinery, fixtures, and office furniture.

The tax liability of leased or rented equipment, furniture, fixtures, computers, and other business property is vested in the lessor. It is important, however, that the lessee-business report to the Assessor the type of equipment leased or rented and from what lessor-business. Property leased or rented to governmental entities and installed at the site of the governmental entity is subject to taxation.

If you have any questions or need more information, please call the Business Personal Property Department at 222-3750, or visit our website www.bernco.gov go to Elected Officials-Assessor, Assessor's Forms, Personal Property Report.

Tanya R. Giddings
Bernalillo County Assessor

INSTRUCTIONS
For assistance call 505-222-3750

January 1 is the **Assessment Date** of Business Personal Property (business equipment). Respond to all items; show N/A on the items that do not apply. A separate report must be completed for each location of a business. If two businesses are at one location, a separate report must be completed for each business. If duplicate forms for the same business are received, please return both copies to the Assessor's Office so the duplicate account number may be deactivated.

1. **NAME OF OWNER**: Give the name of ownership be it the name of a sole proprietor, a partnership, or a corporation (i.e. Joe Smith, Joe Smith Ltd. Ptn, Joe Smith Inc). The name of ownership might be the same as the d.b.a.
2. **D.B.A**. (doing business as): The name of your business. The D.B.A. might be the same as the name of ownership.
3. **(C/O):** The name of the tax consultant, cpa, accountant, individual or firm that should receive this document other than owner.
4. **CONTACT PERSON**: The individual to speak with regarding information on this document.
5. **LOCATION ADDRESS** This is the physical address of the business or business equipment. If the business is conducted from the home, give the home address. If the business is conducted from a mobile vehicle state so.
6. **MAILING ADDRESS** This is the address all tax related documents are to be mailed to: if different from owner attach signed authorization.
7. **CHECK BOX** if the primary activity of this business is to **Lease or Rent equipment** to others, the lessor.
8. **NEW MEXICO STATE ID #/CRS #:** This number is issued by the NM State Taxation and Revenue Department**. (11 Digits)**

9/10**. CITY FACILITY ID # or COUNTY BUSINESS REGISTRATION #:** This number is issued by the city or county dependent upon the location of the business. Give both City and County numbers if applicable.

11. **DATE BUSINESS STARTED ACTIVITY** in Bernalillo County under the current ownership. If the bus was incorp. recently provide the date.
12. **HOW MANY LOCATIONS DOES THIS BUSINESS HAVE IN BERNALILLO COUNTY**? List total number of locations in Bernalillo County
13. **CHECK** appropriate box to identify that this location is inside or outside of the Albuquerque City limits.
14. **PHONE NUMBER, CELL NUMBER, FAX NUMBER, and E-MAIL ADDRESS** for the **OWNER**.
15. **TYPE OF BUSINESS**. Give a description of what the business does (Restaurant, Physician, Beauty Salon, Construction, Retail Store ect.)
16. **NAME AND MAILING ADDRESS OF THE OWNER, Do not** give the name or address of the agent.
17. **CENTRALLY ASSESSED ACCOUNTS**. Assets reported to the State of New Mexico Taxation & Revenue Department State Assessed Property Bureau are NOT to be reported to the Bernalillo County Assessor.
18. **For Federal Tax reporting** are the books maintained on a Calendar year (Jan-Dec) or are they maintained on a fiscal year (i.e., 2-1 to 1-31)?
19. **Check the tax year that is to be used for this report 2013 or 2014**. Check YES if a federal depreciation deduction was claimed and/or expensed under sec 179 for assets on that tax year and complete the #23 calculation page. Check NO if no federal depreciation was taken for that tax year. Supporting tax documentation must be submitted with all reports for the tax year checked YES or NO (Federal Depreciation Schedule/4562 with tax asset detail for the year checked/Schedule C pages 1 & 2 can be submitted if no depreciation was taken.)
20. **NAME OF FIRM & INDIVIDUAL PREPARING THIS REPORT IF OTHER THAN THE OWNER REPORT MUST BE SIGNED & DATED.**
21. **DATE BUSINESS CEASED ACTIVITY IN BERNALILLO COUNTY**. This is the date the business ceased to do business in Bernalillo County under current ownership. If this business has moved from this location, show the new address on line #5 and complete this document. If, there is no equipment or it was sold or disposed of prior to January 1, the business must complete this document. To remove the business from the Bernalillo County Assessor's records, it is necessary to complete items 1 thru 20, and 21 or 22 if applicable. Report must be signed & dated.
22. **DATE BUSINESS SOLD, NAME, PHONE & MAILING ADDRESS OF BUYER**. A **NEW** UPC # will be assigned to the **NEW** buyer. If in business as of Jan 1st, owner is responsible for entire year. Report must be signed & dated.
23. **CALCULATION PAGE MUST BE COMPLETED** Use the **2013, 2014** Federal Depreciation Schedule Detail. **A)** Eliminate licensed motor vehicles, equipment disposed of prior to January 1, or equipment fully depreciated prior to the federal tax year being reported. **B)** Identify the assets depreciated and/or expensed under Section-179 for the Federal Tax year being reported. **C)** Determine the straight-line Class Life using tables provided**. D)** Apply the percent good from the Tables provided and calculate the depreciated cost. Attach a copy of the Federal Depreciation Schedule Detail and 4562 as supporting documentation. If business has not federally depreciated any assets for the tax year indicated include a copy of Federal Schedule C pages 1 & 2.
24. **LEASED EQUIPMENT**. On a separate sheet, describe the type of equipment that this business leases (**lessee**), and the name of the business from which the equipment is leased (**lessor**). **The lessee is to report leased equipment if, title of the leased equipment is passed to the lessee and the lessee is claiming a federal depreciation or expense deduction on the equipment.**

✓ **EXEMPT STATUS**

To declare an exemption, which is not currently applied to this assessment record, an application for exemption must be requested through the Assessor's Office. **Application must be made by the LAST DAY OF FEBRUARY OF THE TAX YEAR** for which the exemption is to be applied. The Assessor's exempt status is solely on taxation. **Claiming or receiving tax exempt status DOES NOT relieve the business or non-profit organization of the responsibility to complete and return a business equipment report each year to the Assessor's Office.** Head-of-Household exemptions are NOT applied to business equipment.

A. **CHURCH**: To qualify for this exemption, the substantial and primary use of the property must be for religious purposes.

B. **CHARITABLE/EDUCATIONAL**: To qualify for these exemptions, the substantial and primary use of the property must be for charitable/educational purposes.

THE UPC# MUST BE ON ALL REPORTS SUBMITTED TO AVOID DOUBLE ASSESSMENTS--NEW BUSINESS WRITE "NEW" IN THE UPC BOX.

Assessment date is January 1 (7-38-8 NMSA). **Business Equipment Reports must be returned to the Assessor no later than** the last day of February **to avoid penalty. Assessors have no authority to grant an extension nor relieve penalties.** The information submitted is confidential.

2015 BERNALILLO COUNTY PERSONAL PROPERTY BUSINESS EQUIPMENT REPORT

THIS REPORT MUST BE COMPLETED & RETURNED TO

OFFICE OF THE ASSESSOR – PERSONAL PROPERTY DIVISION

PO BOX 27108---ALBUQUERQUE, NM 87125

505-222-3750 FAX# 505-222-3781 WEB www.bernco.gov

UPC # __ __ __ __ __ __
6 Digits

1. _____
Name of Owner: Sole Proprietor, Partnership, or Corporation Name

2. _____
DBA: doing business as

3. (C/O)_____
In Care Of individual or firm other than owner.

4. _____
Contact Person

5. _____
Location Address in Bernalillo County ☐ Moved from Location preprinted above

6. _____
Mailing Address ☐ Agent address

7. ☐ CHECK BOX IF primary activity of this business is to LEASE or RENT equipment to others:

8. NM STATE ID#/CRS#: _____
11 Digits

9. CITY FACILITY ID#: FA00____ ____ ____ ____ ____
5 Digits

10. COUNTY BUSINESS REGIS#: _____
(If this location of business is outside the city limits)

11. DATE BUSINESS STARTED: _____/_____/_____
(Under current ownership in Bernalillo County)

12. HOW MANY LOCATIONS DOES THIS BUSINESS HAVE IN BERNALILLO COUNTY?_____

13. BUSINESS LOCATION WITHIN BERNALILLO COUNTY:
☐ Inside Alb Limits (A1A) ☐ Outside Alb Limits (X1/X1A)
☐ Los Ranchos De Alb (L1A) (Bernalillo County)
☐ Village of Tijeras (T1)

14. PHONE #:_____CELL#_____ FAX #:_____ E-MAIL ADDRESS:_____

15. TYPE OF BUSINESS:_____

16. NAME & ADDRESS OF OWNER: _____
(do not give agent name or address) _____
_____

17. DOES THIS BUSINESS REPORT ITS EQUIPMENT TO THE NM STATE PROPERTY TAX DEPARTMENT-CENTRAL ASSESSMENT BUREAU?
IF YES, GIVE **CAB #**_____AND DO NOT COMPLETE ITEM **#23**.

18. WHAT IS THE FEDERAL ACCOUNTING YEAR USED FOR THIS BUSINESS?
(**Check One**) ☐ **CALENDAR YEAR:** JAN 1 TO DEC 31 ☐ **FISCAL YEAR:** ____/____/_XX_ TO ____/____/_XX_

19. DID THIS **BUSINESS CLAIM A FEDERAL DEPRECIATION DEDUCTION** OR AN **EXPENSE UNDER SEC-179** ON EQUIPMENT LOCATED IN BERNALILLO COUNTY FOR THE FEDERAL TAX YEAR: (Check the tax year used for this report)
2013___YES ___NO --**OR--2014** ___YES ___NO
Attach the Federal Depreciation Detail for the year you checked. **If you answered YES** for either year, complete **#23.**

20. PREPARER IF OTHER THAN OWNER

Name_____Name of Firm_____Phone#_____

SIGNATURE: _____ **DATE:** ____/____/____

21. Date this **BUSINESS CEASED** under current ownership within Bernalillo County____/____/____. Complete this item if only this branch/location closed. Phone #: _____

22. Date **BUSINESS SOLD:** ____/____/____ **Buyer's Name & DBA:**_____
Phone #: _____ **Buyer's Address:** _____
☐ Business will continue in Bernalillo County

FOR OFFICE USE ONLY

Tax Dist	Ext Dt	ID/CRS	Calc Pg **A**cptd **R**ecalc	File Date
Fed ID	Recd Dt	City #	Appr Calc **Y** **N**	Translog
Incorp Dt	WI Dt	Cnty #	Activity Code	Entered
Start Dt	Reason Code **A** **N** **D** __	CAB#	Late Penalty **Y** **N**	Translog
FY **----**	Appr Init	Fed Dep **13** **Y** **N** / **14** **Y** **N**	**TXP**	Repunch
Category	Dt Revd / /	Fd Dp 13 14 /4562/List/Bk 13 14	**OVR**	Translog

23. CALCULATION PAGE MUST BE COMPLETED Using either the **2013, 2014 Federal Depreciation Schedule** to calculate the depreciated cost (7-36-8 NMSA 1993 AMENDED). This **Depreciation Schedule** shows the description, acquisition cost, acquisition year, Section-179 taken. If no depreciation was taken submit Federal Schedule C pages 1 & 2.

Step 1. DRAW A LINE THROUGH, ELIMINATE, EACH ITEM ON THE FEDERAL DEPRECIATION SCHEDULE THAT

- has a license plate (licensed motor vehicle)
- the business disposed of prior to January 1, 2015.
- the ENTIRE COST was fully depreciated or expensed under Section-179 PRIOR to the federal tax year used for this report.

Step 2. VERIFY THAT THE REMAINING TANGIBLE ASSETS HAVE A DEPRECIATION DEDUCTION TAKEN -OR- HAVE BEEN EXPENSED UNDER SECTION-179 (IN WHOLE OR IN PART) FOR THE FEDERAL TAX YEAR USED FOR THIS REPORT.

Step 3. DETERMINE THE STRAIGHT-LINE "CLASS LIFE* FOR EACH OF THE DEPRECIATING ASSETS, SEE ATTACHED SCHEDULES. **DO NOT USE THE MACRS OR ACRS " RECOVERY PERIODS".**

Step 4. LIST THE STRAIGHT-LINE CLASS LIFE*****, YEAR OF ACQUISITION, COST, PERCENT GOOD******, THEN CALCULATE THE DEPRECIATED COST(S). LIST THE ASSETS INDIVIDUALLY; OR GROUP THE ASSETS BY CLASS LIFE THEN SORT BY THE YEAR OF ACQUISITION.

*** "Class Life" (in years) as defined in IRS Publication 946--HOW TO DEPRECIATE PROPERTY. See "Table of Class Lives and Recovery Periods". (Do Not Use GDS (MACRS) or ADS)**

**** See the attached Tables #1 and #2 for the Percent Good Factor.**

- LEASED EQUIPMENT IS TO BE REPORTED BY THE LESSOR **UNLESS** TITLE IS PASSED TO THE LESSEE, IN WHICH CASE THE LESSEE IS ALLOWED TO CLAIM THE FEDERAL DEPRECIATION DEDUCTION ON THE EQUIPMENT. THEREFORE, THE EQUIPMENT IS TO BE REPORTED BY THE LESSEE.
- DO NOT INCLUDE LICENSED VEHICLES, OR LEASEHOLD IMPROVEMENTS.
- A COPY OF THE FEDERAL DEPRECIATION SCHEDULE MUST BE ATTACHED.

STRAIGHT-LINE CLASS LIFE* (in years)	YEAR OF ACQUISITION	ALWAYS USE COST OF EQUIPMENT FROM FEDERAL DEPR SCHED		% GOOD ** (Table 1 OR 2)		DEPRECIATED COST
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
_____	_____	_____	X	_____	=	_____
		TOTAL DEPRECIATED COST			**=**	_____

24. LEASED EQUIPMENT: ON A SEPARATE SHEET LIST TYPE OF EQUIPMENT AND THE LESSOR.

25. COMMENTS: _____

Assets reported on this UPC (location) may actually be at other locations, please give us the UPC numbers.

For Information Only:

COST OF EQUIPMENT	X	% GOOD	=	DEPRECIATED COST
DEPRECIATED COST	X	.3333	=	TAXABLE VALUE
TAXABLE VALUE	X	MILL RATE	=	TAX BILL DOLLAR AMOUNT

% GOOD SCHEDULES-TAX YEAR 2015

Bernalillo County Assessor

Albuquerque, NM

TABLE 1

	Software		Computer & Peripheral equip, Typewriters, Faxes, Calculators, Copiers/Printers, Adding machines Internal phone systems, Security systems, General Building and Construction assets Oil & Gas well drilling assets,	Cell sites, Antennas, Microwave Antennas,	Chairs, Desks, Safes, Art/Galleries File cabinets, Shelving, Furniture Restaurant equip, Ice machines, Communication equip, Drafting tables, GYM equip, Agriculture mach & equip, Manufacturing assets, Medical & Dental equip, Signs/Bilboards		
STRAIGHT-LINE CLASS LIFE (IN YEARS)	3	5	6	7	10	13	17
YEAR ACQUIRED							
2014/2015	85%	91%	93%	94%	96%	97%	97%
2013	56%	74%	78%	82%	87%	90%	92%
2012	27%	56%	64%	69%	78%	83%	87%
2011	13%	48%	49%	56%	69%	76%	82%
2010	13%	30%	34%	44%	61%	70%	77%
2009	13%	13%	20%	31%	52%	63%	72%
2008	13%	13%	13%	19%	43%	56%	67%
2007	13%	13%	13%	13%	34%	50%	61%
2006	13%	13%	13%	13%	26%	43%	56%
2005	13%	13%	13%	13%	17%	36%	51%
2004	13%	13%	13%	13%	13%	29%	46%
2003	13%	13%	13%	13%	13%	23%	41%
2002	13%	13%	13%	13%	13%	16%	36%
2001	13%	13%	13%	13%	13%	13%	31%
2000	13%	13%	13%	13%	13%	13%	25%
1999	13%	13%	13%	13%	13%	13%	20%
1998	13%	13%	13%	13%	13%	13%	15%
1997	13%	13%	13%	13%	13%	13%	13%

CALL FOR THE SCHEDULE YOU REQUIRE, IF IT DOES NOT APPEAR ON TABLES 1 or 2 (505) 222-3750.

THIS IS A GENERAL ASSET LIST ONLY AND DOES NOT INCLUDE ALL REPORTABLE ASSETS

% GOOD SCHEDULES -- TAX YEAR 2015

Bernalillo County Assessor

Albuquerque, NM

TABLE 2

					Printing, Publish	Air trans assets		Equip, shelters, buildings, Towers	Cement prod assets	Gas & Purification Plants, Pipelines, Compressors, other related equipment
STRAIGHT-LINE CLASS LIFE (IN YEARS)	4	8	9	9.5	11	12	14	15	20	25
YEAR ACQUIRED										
2014/2015	89%	95%	95%	95%	96%	96%	97%	97%	98%	98%
2013	67%	84%	85%	86%	88%	89%	91%	91%	93%	95%
2012	45%	73%	76%	77%	80%	82%	84%	85%	89%	91%
2011	23%	62%	66%	68%	72%	75%	78%	80%	85%	88%
2010	13%	51%	56%	59%	64%	67%	72%	74%	80%	84%
2009	13%	40%	47%	49%	56%	60%	66%	68%	76%	81%
2008	13%	29%	37%	40%	48%	53%	59%	62%	72%	77%
2007	13%	18%	27%	31%	40%	45%	53%	56%	67%	74%
2006	13%	13%	17%	22%	32%	38%	47%	50%	63%	70%
2005	13%	13%	13%	13%	25%	31%	41%	45%	58%	67%
2004	13%	13%	13%	13%	17%	24%	34%	39%	54%	63%
2003	13%	13%	13%	13%	13%	16%	28%	33%	50%	60%
2002	13%	13%	13%	13%	13%	13%	22%	27%	45%	56%
2001	13%	13%	13%	13%	13%	13%	16%	21%	41%	53%
2000	13%	13%	13%	13%	13%	13%	13%	16%	37%	49%
1999	13%	13%	13%	13%	13%	13%	13%	13%	32%	46%
1998	13%	13%	13%	13%	13%	13%	13%	13%	28%	42%
1997	13%	13%	13%	13%	13%	13%	13%	13%	23%	39%
1996	13%	13%	13%	13%	13%	13%	13%	13%	19%	35%
1995	13%	13%	13%	13%	13%	13%	13%	13%	15%	32%
1994	13%	13%	13%	13%	13%	13%	13%	13%	13%	28%
1993	13%	13%	13%	13%	13%	13%	13%	13%	13%	25%
1992	13%	13%	13%	13%	13%	13%	13%	13%	13%	21%
1991	13%	13%	13%	13%	13%	13%	13%	13%	13%	18%
1990	13%	13%	13%	13%	13%	13%	13%	13%	13%	14%
1989	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%

CALL FOR THE SCHEDULE YOU REQUIRE , IF IT DOES NOT APPEAR ON TABLES 1 OR 2 (505) 222-3750

THIS IS A GENERAL ASSET LIST ONLY AND DOES NOT INCLUDE ALL REPORTABLE ASSETS