

Assessment date is January 1 (7-38-8 NMSA). Business Equipment Reports must be filed between January 1 and the last day of February to avoid penalty. Assessors have no authority to grant extensions nor relieve penalties. The information submitted is confidential.

**2008 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

**UPC #** \_\_\_\_\_  
 6 Digits

1. \_\_\_\_\_  
Name of Owner: Sole Proprietor, Partnership, or Corporation Name
2. \_\_\_\_\_  
**DBA:** doing business as
3. (C/O) \_\_\_\_\_  
In Care Of
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 Digits
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 #:** \_\_\_\_\_ **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 year used for this report) **2006** \_\_\_\_ YES \_\_\_\_ NO --OR-- **2007** \_\_\_\_ 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       | Acptd | Recalc | File Date |
|-----------|-----------------------------|---------------------------------|---------------|-------|--------|-----------|
| Fed ID    | PM/FX Dt                    | City #                          | Appr Calc     | Y     | N      | Translog  |
| Incorp Dt | WI Dt                       | Cnty #                          | Activity Code |       |        | Entered   |
| Start Dt  | Reason Code <b>A N D</b> __ | CAB#                            | Late Penalty  | Y     | N      | Translog  |
| FY ----   | Appr Init                   | Fed Dep <b>06 Y N / 07 Y N</b>  | <b>TXP</b>    |       |        | Repunch   |
| Category  | Dt Revd / /                 | Fd Dp 06 07 /4562/List/Bk 06 07 | <b>OVR</b>    |       |        | Translog  |



**BERNALILLO COUNTY – OFFICE OF THE ASSESSOR**  
**2008 PERSONAL PROPERTY BUSINESS EQUIPMENT REPORT**  
**7-36-8 NMSA (1993 AMENDED)**

January 1, 2008

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.

|   |
|---|
| <p><b>COMPLETE AND RETURN THE ENCLOSED REPORT NO LATER THAN<br/>THE LAST DAY OF FEBRUARY.<br/>A BUSINESS EQUIPMENT REPORT MUST BE FILED EACH YEAR WITH THE<br/>ASSESSOR'S OFFICE.</b></p> |
|---|

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 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 [depreciation schedule must be attached](#) and returned with the 2008 Personal Property Business Equipment Report.

If the business has ceased in Bernalillo County, indicate the pertinent information on the report. If applicable, 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 industrial business, manufacturing, construction and commercial machinery, fixtures, equipment and 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 Section at 222-3750.

**Karen L. Montoya**  
**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.

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 individual or firm that should receive this document.
  4. **CONTACT PERSON:** the individual to speak with regarding information on this document.
  5. **LOCATION ADDRESS** of the 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** for the business. If an agent is to receive tax documents, an agent authorization must be returned with this report.
  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, FAX NUMBER, and E-MAIL ADDRESS** for the **OWNER.**
  15. **TYPE OF BUSINESS.** Give a description (i.e., physician, beauty stylist, construction, consultant). If there are separate businesses conducted at one location and each business has its own CRS #, each is to complete a separate report. Also, a separate report is to be completed for each location.
  16. **NAME AND MAILING ADDRESS OF OWNER, Do not give the name or address of the agent.**
  17. **CENTRAL ASSESSMENT.** Certain types of business report their equipment at the State level, not to the Assessor's Office. Assets reported at the State level are NOT to be reported to the Bernalillo County Assessor. However, DO complete items numbered 1 through 17.
  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., Feb 1-Jan 31)?
  19. ➡ An asset that has a federal depreciation deduction claimed on it or that has an expense under Section-179 claimed on it for the year **2006** or the year **2007**, is to be assessed for Ad Valorem Taxation. Submit either the **2006** Or **2007 Federal Depreciation Schedule Detail.** DO NOT use the IRS 4562 because it does not always show the detail needed to complete this report, especially the detail of the equipment purchased in prior years.
  20. **NAME OF FIRM & INDIVIDUAL PREPARING THIS REPORT IF OTHER THAN THE OWNER.** (Please Print)
  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, and #21 or #22 if applicable.
  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 1<sup>st</sup>, owner is responsible for entire year.
  23. **CALCULATION PAGE.** Use the **2006** OR **2007** 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)** Give the **Federal straight-line "Class Life"**. **D)** Apply the percent good from the Tables provided and calculate the depreciated cost. Attach a copy of the Federal Depreciation Schedule Detail. The equipment for multiple locations may be calculated on one report, still send in the report for each location.
  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 NOTED ON ALL ATTACHED DOCUMENTS. IF THIS IS THE 1<sup>ST</sup> TIME REPORTING, PLEASE WRITE "NEW" IN THE **UPC BOX**

## % GOOD SCHEDULES-TAX YEAR 2008

Bernalillo County Assessor  
Albuquerque, NM

TABLE 1

|                             | Software |     | Computer & Peripheral equip,<br>Typewriters, Faxes, Calculators,<br>Copiers, Adding machines,<br>Internal phone systems,<br>Oil & Gas well drilling assets,<br>General Bldg, Security Systems,<br>Heavy construction assets | Cell sites,<br>Antennas,<br>Microwave<br>antennas | Chairs, Desks, Safes,<br>File cabinets, Shelving,<br>Ice machines,<br>Communication equip<br>Drafting tables<br>Medical equip<br>Restaurant equip, Signs |     |     |
|-----------------------------|----------|-----|---|---|--|-----|-----|
| STRAIGHT-LINE<br>CLASS LIFE | 3        | 5   | 6   | 7   | 10   | 13  | 17  |
| YEAR ACQUIRED               |          |     |   |   |  |     |     |
| 2007                        | 85%      | 91% | 93%   | 94%   | 96%  | 97% | 97% |
| 2006                        | 56%      | 74% | 78%   | 82%   | 87%  | 90% | 92% |
| 2005                        | 27%      | 56% | 64%   | 69%   | 78%  | 83% | 87% |
| 2004                        | 13%      | 48% | 49%   | 56%   | 69%  | 76% | 82% |
| 2003                        | 13%      | 30% | 34%   | 44%   | 61%  | 70% | 77% |
| 2002                        | 13%      | 13% | 20%   | 31%   | 52%  | 63% | 72% |
| 2001                        | 13%      | 13% | 13%   | 19%   | 43%  | 56% | 67% |
| 2000                        | 13%      | 13% | 13%   | 13%   | 34%  | 50% | 61% |
| 1999                        | 13%      | 13% | 13%   | 13%   | 26%  | 43% | 56% |
| 1998                        | 13%      | 13% | 13%   | 13%   | 17%  | 36% | 51% |
| 1997                        | 13%      | 13% | 13%   | 13%   | 13%  | 29% | 46% |
| 1996                        | 13%      | 13% | 13%   | 13%   | 13%  | 23% | 41% |
| 1995                        | 13%      | 13% | 13%   | 13%   | 13%  | 16% | 36% |
| 1994                        | 13%      | 13% | 13%   | 13%   | 13%  | 13% | 31% |
| 1993                        | 13%      | 13% | 13%   | 13%   | 13%  | 13% | 25% |
| 1992                        | 13%      | 13% | 13%   | 13%   | 13%  | 13% | 20% |
| 1991                        | 13%      | 13% | 13%   | 13%   | 13%  | 13% | 15% |
| 1990                        | 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.**



**2008 PERSONAL PROPERTY BUSINESS EQUIPMENT REPORT**  
**Form PP-2: Valuation of commercial water property**

BERNALILLO COUNTY -- OFFICE OF THE ASSESSOR  
 PO BOX 27108---ALBUQUERQUE, NM 87125  
 (505) 222-3750 FAX #: (505) 222-3781

Water Utility companies located entirely within Bernalillo County are required to report both, personal property and, commercial water property to the Bernalillo County Assessor. The purpose of this form is to calculate the assessed value of commercial water property within Bernalillo County. Return this form along with the Business Personal Property Report on or before the last day of February.

**INSTRUCTIONS:**

**Line A:** List the gross utility operating revenue of the year immediately preceding January 1 of the current tax year and multiply the entry times 4.5.

**Line B:** List and compute an average of the thousands of gallons sold during the three years immediately preceding January 1 of the current year.

**Line C:** list the thousands of gallons sold for the year immediately preceding January 1 of the current tax year.

**Line D:** the greater of the gallonage amount determined on lines B and C is multiplied by the respective amount for a "closed system" or "combination system".

**Line E:** enter the lesser of the two amounts, either line A or line D.

A. Gross Operating Revenue = \_\_\_\_\_ X 4.5 = \_\_\_\_\_

B. 2005 GALLONS SOLD + \_\_\_\_\_

2006 GALLONS SOLD + \_\_\_\_\_

2007 GALLONS SOLD + \_\_\_\_\_

TOTAL \_\_\_\_\_ DIVIDED BY 3 = \_\_\_\_\_

C. 2007 GALLONS SOLD \_\_\_\_\_

D. \_\_\_\_\_ X 2.49 "CLOSED SYSTEM" = \_\_\_\_\_

\_\_\_\_\_ X 3.25 "COMBINATION SYSTEM" = \_\_\_\_\_

D. ADD THIS VALUE TO THE TOTAL DEPRECIATED COST ON YOUR PERSONAL PROPERTY EQUIPMENT REPORT TO ARRIVE AT A TOTAL ASSESSED VALUE.