

2012 STATE OF COLORADO  
 BUSINESS PERSONAL PROPERTY  
 DECLARATION SCHEDULE  
 (CONFIDENTIAL DATA)

SCHEDULE NUMBER    B. A. CODE    T. A. CODE    ASSIGNED TO

LARIMER COUNTY ASSESSOR  
 STEVE MILLER  
 200 W OAK STREET  
 PO BOX 860  
 FORT COLLINS, CO 80522  
 (CONTACT) (970) 498-7070 (FAX)  
**ASSESSMENT DATE: JANUARY 1, 2012**  
**DUE DATE: APRIL 15, 2012**

<p><b>Section A:</b>                  NAME AND MAILING ADDRESS (indicate any changes or corrections)</p>	<p><b>Section B:</b> As of January 1, did your business cease operations? <input type="checkbox"/> Yes <input type="checkbox"/> No                  If yes, please complete the following:    <input type="checkbox"/> Personal Property Sold  <input type="checkbox"/> Personal Property Stored                      Date Sold/Stored _____                  If sold, Selling Price of Furnishings, Assets, and Equipment Only:    \$ _____                  If sold, Name and Contact Information of New Owner of the Personal Property:                  _____                  _____ Phone Number (    ) _____  <input type="checkbox"/> PROPERTY CHANGED LOCATION TO: _____                  ON (DATE) _____</p>
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<p>PHYSICAL LOCATION OF THE BUSINESS AS OF JANUARY 1, 2012</p>	<p><b>Section C:</b>                  Type of Product or Service: _____                  Business Start Up Date (at this location): _____                  Square Footage Business Occupies: _____</p>
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**Section D:**  
**BUSINESS STATUS:** (Please check the appropriate boxes ONLY)

**NEW BUSINESS/ORGANIZATION:** You must give a **complete itemized listing** of all personal property. Use the first part of Section F and attach separate sheet(s) if needed. **The assessor may select your business for an audit whether or not you file a declaration schedule.**

**EXISTING BUSINESS/ORGANIZATION:** Indicate any ADDITIONS and/or DELETIONS to property in Section F. Attach a separate sheet(s) if needed.

**NEW OWNER OF PREVIOUSLY EXISTING BUSINESS/ORGANIZATION:** You must give a **complete itemized listing** of all personal property acquired in a business purchase. Include additions made prior to January 1 since that purchase.

**Section E:**

**FEDERAL DEPRECIATION SCHEDULE:** Attach if applicable.

**LEASED, LOANED, OR RENTED PERSONAL PROPERTY: (Property owned by others)** If you have leased, loaned or rented machinery or equipment attach a separate sheet including lessor/owners name, address, telephone number, equipment description including model number, total cost of lease, lease number and lease terms. Please indicate if the leased equipment is capitalized on your books and records.

**MOBILE EQUIPMENT: (Not leased, loaned, or rented)** Attach a separate sheet including a description, model, year acquired, if licensed (include tag number), and your original cost if applicable.

**FULLY DEPRECIATED ASSETS/EXPENSED ITEMS:** Attach a separate sheet including the appropriate Federal forms denoting all fully depreciated assets and expensed items.

**GENERAL LEDGER:** Attach if applicable using original installed cost totals as of January 1<sup>st</sup>.

**Section F: ITEMIZED LISTING OF PERSONAL PROPERTY: FOR THE MOST ACCURATE ASSESSMENT, IT IS RECOMMENDED THAT YOU ATTACH A COMPLETE ITEMIZED ASSET LISTING WITH EACH BUSINESS PERSONAL PROPERTY DECLARATION FILING.**

CHECK HERE IF THERE ARE NO CHANGES FROM LAST YEAR'S DECLARATION SCHEDULE INFORMATION (NOT APPLICABLE FOR NEW BUSINESS OWNERS). IF SO, GO DIRECTLY TO SECTION H COMPLETE THE FORM, SIGN IT, AND RETURN TO THE ASSESSOR.

**ADDITIONS** – List all personal property acquired prior to January 1. Attach separate sheets if needed.

**NOTE:** Include ALL Expensed Assets With a Life of Greater Than 1 Year, Fully Depreciated Assets Still in Use, and Stored Assets That Are Subject to IRS Depreciation. Do not report licensed vehicles in this section

Complete Description Including Model or Capacity	Year Acquired	New	Used	Your original installed cost (includes freight, sales tax, etc.)	Month/Year placed in service

**DELETIONS** – List all personal property sold, traded or discarded prior to January 1. Attach separate sheets if needed.

Complete Description Including Model or Capacity	Year Acquired	New	Used	Your original installed cost (includes freight, sales tax, etc.)	Month/Year placed in service

**Section G:** IS THERE ANY RENEWABLE ENERGY PROPERTY (e.g., solar panels, wind turbines, hydroelectric property) AT THIS LOCATION?  
 Yes  No    IF YES, THE PROPERTY IS:  Owned  Leased    IF OWNED, COMPLETE FORM DS058

**Section H: DECLARATION** **THIS RETURN IS SUBJECT TO AUDIT**

“I declare, under the penalty of perjury in the second degree, that this schedule, together with any accompanying exhibits or statements, has been examined by me and to the best of my knowledge, information, and belief sets forth a full and complete list of all taxable personal property owned by me, or in my possession, or under my control, located in this county, Colorado, on the assessment date of this year; that such property has been reasonably described and its value fairly represented; and that no attempt has been made to mislead the assessor as to its age, quality, quantity, or value.”  
 § 39-5-107(2), C.R.S.

**Property Owners Federal Employer Identification Number (FEIN\*)/Social Security Number (SSN)** \_\_\_\_\_

**\*REQUIRED FOR INTERNET ACCESS TO YOUR DETAIL LIST AND ON-LINE FILING AT [www.larimer.org/assessor](http://www.larimer.org/assessor)**

Name of Owner: \_\_\_\_\_  
 Print name of person signing: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 E Mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Signature of owner or agent: \_\_\_\_\_ Date: \_\_\_\_\_

Check here if new agent. If new agent submit a letter of authorization when filing this form.

**PLEASE COMPLETE, SIGN AND RETURN TO THE ASSESSOR ON OR BEFORE APRIL 15, 2012**  
**MAKE A COPY FOR YOUR RECORDS**  
 Please see other side for instructions

## STATE OF COLORADO GENERAL INFORMATION

*(Declaration Schedules and Attachments Are Confidential And Private Documents By Law.)*

For these instructions, please refer to the following statutes: §§ 39-3-102, 39-3-118.5, 39-3-119.5, 39-5-104.5, 39-5-104.7, 39-5-107, 39-5-108, 39-5-108.5, 39-5-110, 39-5-113 through 117, 39-5-120, and 39-21-113(7), C.R.S.

In accordance with § 39-3-119.5, C.R.S., you are not required to file this declaration if the total actual value of your personal property per county is \$5,500 or less.

**If you are unsure as to whether the total actual value of your personal property per county exceeds \$5,500, please contact the county assessor.**

**WHO FILES A DECLARATION SCHEDULE?** The owner (legal titleholder) of taxable personal property, their agent, and those in possession and/or control of the taxable personal property as of January 1 must file a declaration schedule. All personal property, such as a business/organization's Equipment, Security Devices, Machinery, Household Furnishings, and Personal Effects, not otherwise exempt by law, must be listed on this schedule.

**IS YOUR BUSINESS NEW? ARE YOU A NEW OWNER?** If you answer "yes" to either question, or you have never filed with the county assessor and you own taxable personal property, you are required to provide a **complete detailed listing** of all machinery, equipment, and other personal property.

**PRORATION OF PERSONAL PROPERTY VALUE IS GENERALLY NOT ALLOWED.** Personal Property located in Colorado on the assessment date is taxable for the entire assessment year, providing that, if it was newly acquired, it was put into use as of the assessment date (January 1).

**HOW DO YOU FILE FOR AN EXTENSION?** You may extend the deadline if, prior to April 15<sup>th</sup>, the Assessor receives your written request AND \$20 for a 10-day extension or \$40 for a 20-day extension. This extension applies to all personal property schedules (single or multiple) which a person is required to file in the county.

**WHAT HAPPENS IF YOU FAIL TO FILE?** The late filing fee is \$50 or 15% of the taxes due, whichever is less. If you fail to file a schedule, the Assessor shall determine a valuation based upon the BEST INFORMATION AVAILABLE and shall add a penalty of up to 25% of assessed value for any omitted property discovered and valued later.

**NOTE: Failure to properly file a declaration schedule may prevent you from receiving an abatement per Colorado case law. Property Tax Adm'r v. Production Geophysical, 860 P.2d 514 (Colo. 1993)**

**WHY IS THE DECLARATION FORM IMPORTANT?** Assessors use this information to help calculate the property's actual value. This value is based on the property's use and condition as of January 1 of each assessment year.

**WHAT HAPPENS AFTER YOU SUBMIT THIS FORM?** The assessor may request more information or conduct a physical inventory of your personal property at your business location. Notices of Valuation are mailed on June 15 to the address listed on this schedule.

### INSTRUCTIONS FOR COMPLETING THE PERSONAL PROPERTY DECLARATION SCHEDULE

- A. **NAME AND MAILING ADDRESS:** Write any corrections to the preprinted name/address information.  
**PHYSICAL LOCATION:** If not preprinted, provide the actual physical location of the Personal Property or make any changes to the preprinted information. If applicable, list all locations where other Personal Property is owned.
- B. **BUSINESS INFORMATION:** If you are not the current business owner, please list the name, address, and phone number of the new owner, and the date that the property was sold to the new owner. Also list the selling price of furnishings and equipment. Indicate the date of any change in location from the prior year. If the equipment is stored please indicate the location.
- C. **BUSINESS:** Provide the primary product or service that you provide, your business start-up date, and the square footage your business occupies.
- D. **BUSINESS STATUS:** Check the appropriate box for your business status. **The assessor may select your business for an audit regardless of whether you file a declaration schedule.**
- E. **FEDERAL DEPRECIATION SCHEDULE:** If you file a Form 4562 or 4562-A with the IRS, please provide a copy of your completed IRS form with an itemized listing of all personal property including the description and cost of each item. Note that all personal property that is expensed should be included in your listing. In addition, attach a copy of the latest detailed Depreciation Schedule from your financial records.  
**LEASED, LOANED, OR RENTED PERSONAL PROPERTY:** All personal property leased, loaned, or rented to you must be listed. Property rented 30 days at a time or less, returned at the renter's option, and for which sales/use tax is collected before it is finally sold is considered exempt and should **NOT** be reported. You must identify each item of leased, loaned, or rented personal property as follows: ■ Owner's/Lessor's Name, Address, and Telephone Number ■ Property Description Including Model and Serial Number ■ Total Cost of the Lease to You ■ Original Installed Cost ■ Lease Number ■ Lease Term (From-To) ■ Total Amount of Annual Rent. If any of the leased equipment listed is capitalized on your books and records, please indicate the name of the Lessor. If purchase or maintenance options are included in the lease, please indicate such and provide details of these options.  
**MOBILE EQUIPMENT:** Complete this section if there is any mobile equipment at this location. Attach a separate sheet if applicable.  
**FULLY DEPRECIATED ASSETS/EXPENSED PERSONAL PROPERTY:** List all personal property assets that have been fully depreciated or expensed, but are still used. Attach a separate sheet if applicable.  
**GENERAL LEDGER:** Attach a list of cost for each category of personal property. Include your installed cost information for all personal property items from your accounting records.
- F. **ITEMIZED LISTING OF PERSONAL PROPERTY:**  
"Personal property" means everything that is the subject of ownership and that is not included within the term "real property". "Personal property" includes machinery, equipment, and other articles related to a commercial or industrial operation that are either affixed or not affixed to the real property for proper utilization of such articles..." §39-1-102(11), C.R.S. Regardless of whether property is affixed to a building, it is personal property if it is used for the purpose of a commercial or industrial operation and not for the enhancement of the real property.  
**PERSONAL PROPERTY INCLUDES:**  
■ All Residential Household Furnishings Producing Income ■ Equipment, Furniture, and Machinery Used by These Businesses: Commercial, Industrial, and Natural Resource ■ Taxable Personal Property Used As Part of an Agribusiness that does not qualify as agricultural, pursuant to § 39-1-102 (1.6)(a), C.R.S. ■ Expensed Assets With a Life of Greater Than One Year ■ Fully Depreciated Assets Still In Use ■ Assets in Storage that are Subject to IRS Depreciation ■ Leasehold Improvements  
**"CONSUMABLE" PERSONAL PROPERTY EXEMPT FROM TAXATION:**  
Pursuant to § 39-3-119, C.R.S., personal property classified as "consumable" as defined in ARL Volume 5, Chapter 7, is exempt from taxation and should **NOT** be listed on this declaration. "Consumable" personal property is defined as any asset having a life of one (1) year or less regardless of cost, and any asset with a life longer than one year that has a reasonable original installed cost or market value in use of \$250 or less at the time of acquisition. The \$250 limitation applies to personal property that is completely assembled and ready to perform the end user's intended purpose(s) and it includes all acquisition costs, installation costs, sales/use taxes, and freight expenses.  
**IMPORTANT: YOU MUST SUBMIT A COMPLETE PROPERTY LISTING IF YOU HAVE NOT PROVIDED ONE FOR THIS LOCATION.**  
Do not list merchandise inventory, materials, or supplies. Do list all other personal property acquired by you prior to January 1. If you have given the assessor such a list, you may simply submit additions and deletions each year.  
**1. List all taxable personal property acquired by you prior to January 1**, providing: ■ Item ID Number ■ Complete Property Description Including Model Number or Capacity ■ Year Acquired ■ If the Item is New or Used ■ Original Installed Cost to You (Current Owner) ■ The Month and Year Each Item was First Placed into Service or is Scheduled to be Placed into Service. You should separately submit any available market value, rent, or lease information. The **Original Installed Cost to You** is defined as the amount that was paid for the personal property when new inclusive of ■ Sales/Use Tax ■ Freight and ■ Installation Charges. If the item was purchased used, include its Cost to You along with Sales/Use Tax, Freight, and Installation Charges.  
**2. List all taxable personal property sold, traded, or scrapped prior to January 1** of the current year. For all items deleted, provide: ■ Item ID Number ■ Property Description Including Model Number or Capacity ■ Year Acquired ■ If the Item was New or Used ■ Original Installed Cost to You (Current Owner).
- G. **RENEWABLE ENERGY PERSONAL PROPERTY:** Check the appropriate boxes regarding renewable energy property at this location. If the RENEWAL PROPERTY IS OWNED BY YOU, RENEWABLE PROPERTY FORM DS 058 is required to be filed with the assessor.
- H. **DECLARATION AND SIGNATURE:** Print the personal property owner's Federal Employer Identification Number (FEIN) or Social Security Number (SSN). Print name of owner, name of person signing, phone number, e-mail address, and fax number. Then sign, date, and return this form to the assessor by **April 15th**, § 39-5-107, C.R.S.

**DIRECT ANY QUESTIONS ABOUT COMPLETING THIS FORM TO YOUR COUNTY ASSESSOR**