

**San Juan County**  
**100 South Oliver Drive, Suite 400**  
**Aztec, New Mexico 87410**  
(505) 334-4206 fax (505) 334-1669  
<http://www.sjcassessor.net>

**NEW MEXICO BUSINESS PERSONAL PROPERTY REPORT**

**This is an Official Request and a response is required**

**Deadline for response is February 28, 2019**

2019

Owner Name or Business Name \_\_\_\_\_  
In Care Of Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

County Tax ID # \_\_\_\_\_  
School District \_\_\_\_\_

**(If reporting for more than one school district, a separate form is required to be filled out for each). Report once per school district.**

**The following must be completed**

Name of business owner\* \_\_\_\_\_  
Mailing Address\* \_\_\_\_\_

Business Start Date\* \_\_\_\_\_  
Phone # \_\_\_\_\_

<b>MAILING ADDRESS</b> _____
<b>Change OR Correction</b> _____

**Contact Person\*** \_\_\_\_\_  
**Phone # \*** \_\_\_\_\_  
**Fax #** \_\_\_\_\_

**Physical location of business** \_\_\_\_\_

**Type of Business\*** \_\_\_\_\_  
(ie. Retail, oil & gas, fast food, hair salon, construction, etc.)

**Does business report to NM Assessment Bureau?** \_\_\_\_\_ **If yes give CAB#** \_\_\_\_\_

**Does business have leased equipment? (See back for instructions)**

<b>Transfer of Ownership or Business Closing</b>	
<b>Name of Buyer</b> _____	<b>Phone#</b> _____
<b>Mailing address</b> _____	
<b>City, State, Zip</b> _____	<b>* Date of Closing/Sale</b> _____

<b>Active Business no longer depreciating assets</b>
_____ possesses no business personal property for which the owner has claimed a deduction for depreciation for federal income tax purposes during any federal income taxable year occurring in whole or in part during twelve months immediately preceding the first day of the property tax year (January 1).
<b>Signature of Owner/Agent *</b> _____ <b>Date *</b> _____

**FARM EQUIPMENT and LIVESTOCK OWNERS:**

If reporting farm equipment or livestock and you did not receive a Farm Equipment and Livestock form, please contact the county assessor's office at the number listed above. A separate sheet may be attached listing the type of equipment/livestock, year purchased, and purchase price. For livestock, please include number of animals as of January 1st.

## INSTRUCTIONS:

**For assistance or questions, contact the personal property department for the county listed on the front of this form.**

1. Assets having a deduction for depreciation and/or a Section 179 expense which was reported to the IRS for the previous tax year must be reported on this form. See 7-36-8-NMSA-1993 Amended.  
An itemized list of assets must accompany this form.
2. Depreciation used is a straight line method of calculation for the depreciation allowance over the useful life of an asset. The MACRS or ACRS recovery periods cannot be used for New Mexico property tax valuation purposes.
3. 100% acquisition cost must include freight, installation and any fees included in the purchase of an asset. Use rounded whole numbers.
4. Owner of rentals or leased housing must report appliances, drapes, furnishings, equipment for office, clubhouse, maintenance etc. if a deduction for depreciation was reported to the IRS.
5. If leasing equipment, a separate sheet listing the equipment type, and lessor's name, mailing address, and phone number must be attached.
6. Do not report vehicles or trailers licensed in the State of New Mexico.
7. A copy of the Federal depreciation schedule/detail worksheet must be attached.
8. **A separate form must be used if reporting assets in several taxing districts.**
9. Please inquire as to the availability of online reporting in this county.
10. **Note: Corrections submitted after the 30 day protest period as indicated on the Notice of Value will be applied to the next year. If you are not on the tax roll then you will be added to this year under the omitted property guidelines and will be subject to the non-rendition penalty.**

### Note:

- This form must be completed in accordance with the above listed instructions by the last day of February (Sec. 7-38-8)
- All business assets and farm equipment subject to valuation for property tax purposes shall be valued as of January 1 (Sec. 7-38-7) of every year (Sec. 7-36-8; 7-36-33).
- **A personal property report must be made annually even if no changes have been made. Failure to report will result in a 5% non-rendition penalty.**
- Falsification of a report may result in penalties up to 25% (Sec. 7-38-8)
- All returns are subject to audit.
- All fields followed by an asterisk must be completed.

### **AFFIRMATION MANDATORY**

**I do solemnly affirm to the best of my knowledge that the statements on this form completed and signed by me and the prededing list and description are full and correct statements of all business personal property required to be reported pursuant to Section 7-38-8 of the Property Tax Code, in this County on January 1st, and all statements required to be made under the Property Tax Code, and I so affirm under pains and penalties of perjury.**

\_\_\_\_\_  
Signature of Owner/Authorized Agent

\_\_\_\_\_  
Date



## DEPRECIATION SCHEDULES

### Schedule 1

6 yr life

Drilling & Well Service  
Subject to floor of 13%

2018	93%
2017	78%
2016	64%
2015	49%
2014	34%
2013	20%
2012	13%

### Schedule 2

10 yr life

F F & E, communications, Phone systems, vending machines, recreation equip., residential furnishings, motels, restaurants & bars, farm equip., heavy construction, contractors equip., hand tools, all signs

2018	96%
2017	87%
2016	78%
2015	69%
2014	61%
2013	52%
2012	43%
2011	34%
2010	26%
2009	17%
2008	13%

### Schedule 3

6 yr life

Computer equip, typewriters, copiers, calculators, fax machines, electronic equip, cell phones, TV's

2018	93%
2017	78%
2016	64%
2015	49%
2014	34%
2013	20%
2012	13%

### Schedule 4

3yr life

Short term rentals, TV's, Video games etc., Software

2018	85%
2017	56%
2016	27%
2015	13%

### Schedule 5

14 yr life

Manufacturing equip. of chemical, rubber, metal, stone, glass, steel mills

2018	97%
2017	91%
2016	84%
2015	78%
2014	72%
2013	66%
2012	59%
2011	53%
2010	47%
2009	41%
2008	34%
2007	28%
2006	22%
2005	16%
2004	13%

### Schedule 6

20 yr life

Wood Billboards

2018	98%
2017	93%
2016	89%
2015	85%
2014	80%
2013	76%
2012	72%
2011	67%
2010	63%
2009	58%
2008	54%
2007	50%
2006	45%
2005	41%
2004	37%
2003	32%
2002	28%
2001	23%
2000	19%
1999	15%
1998	13%

### Schedule 7

25 yr life

Gas & purification plants, Pipelines, oil field compressors, storage and holding tanks, and mobile offices

Subject to floor of 13%

2018	98%
2017	95%
2016	91%
2015	88%
2014	84%
2013	81%
2012	77%
2011	74%
2010	70%
2009	67%
2008	63%
2007	60%
2006	56%
2005	53%
2004	49%
2003	46%
2002	42%
2001	39%
2000	35%
1999	32%
1998	28%
1997	25%
1996	21%
1995	18%
1994	14%
1993	13%

### Schedule 8

45 yr life

Metal Billboards, Bank Vaults

2018	99%	1992	49%
2017	97%	1991	47%
2016	95%	1990	45%
2015	93%	1989	43%
2014	91%	1988	41%
2013	89%	1987	39%
2012	87%	1986	37%
2011	86%	1985	35%
2010	84%	1984	33%
2009	82%	1983	31%
2008	80%	1982	29%
2007	78%	1981	27%
2006	76%	1980	25%
2005	74%	1979	23%
2004	72%	1978	21%
2003	70%	1977	20%
2002	68%	1976	18%
2001	66%	1975	16%
2000	64%	1974	14%
1999	62%	1973	13%
1998	60%		
1997	58%		
1996	56%		
1995	54%		
1994	53%		
1993	51%		