



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. The assets submitted are confidential.

2022 Rio Arriba County Personal Property Business Equipment Report

This form must be completed and returned to:

Rio Arriba County Assessor

Po Box 277 Tierra Amarilla, NM 87575
Phone: (575) 588-7726 Fax: (575) 588-7374

ACCT. #: P _____
Found on N.O.V/ Tax bill if applicable

1. Name of Business: _____ 2. DBA: doing business as: _____

3. In care of individual or firm: (C/O) _____ 4. Contact person: _____

5. Business Location:

Address line 1: _____

Address line 2: _____

City, State, and Zip code: _____

6. Mailing address:

Address line 1: _____

Address line 2: _____

City, State, and Zip code: _____

7. Is the primary activity of this business is to lease or rent equipment to others: **YES** or **NO**

8. Phone #: _____ Ext: _____ Cell #: _____ Fax: _____ Email: _____

9. What type of business do you conduct in Rio Arriba County: (retail, leasing computer equipment etc?) _____

10. Does this business report to the New Mexico State Property Tax Department/Central Assessment Bureau? **YES / NO** If yes please provide CAB# sign, date and return.

11. Did this business depreciate assets for the current tax year? **YES / NO** If **NO** complete up to #14 unless your business has closed then complete #15. If **YES** please continue to #12.

12. Did this business claim a federal depreciation deduction or an expense under section-179 on equipment located in Rio Arriba County for either or both of the tax years? **2020 / 2021 / BOTH**

Please attach the federal depreciation sheet. If you do not have federally depreciated assets complete #14. If the business has closed or sold complete #15 sign, date, and return. If you do have federally depreciated assets complete second page.

13. Preparer if other than owner:

Name: _____ Name of firm: _____ Phone #: _____

By signing this document I affirm to the best of my knowledge that the statements on this form are correct. The depreciation list and description are full and correct statements for all my business personal property required to be reported. I acknowledge the Property Tax Code pursuant to Section 7-38-8, in Rio Arriba 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.

14. **Active business not depreciating assets:** (No assets please print businesses name on line below sign and date. Mail back to the assessor's office no later than the last day of February in the current tax year) _____

SIGNATURE: _____ DATE: _____

15. COMPLETE ONLY IF THE BRANCH/ LOCATION CLOSED

Date business ceased under current ownership within Rio Arriba County: _____

Date business sold: _____ Buyers name & DBA: _____

Phone #: _____ Ext. _____

Is the business going to continue service in Rio Arriba County? _____ If yes please provide a business address:

Address line 1: _____

Address line 2: _____ City, State, and Zip code: _____

For office use only:

PLEASE COMPLETE PAGE 2 IF YOU CLAIM ASSETS FEDERALLY OR WRITE PLEASE SEE ADDITIONAL PAGES AND PROVIDE YOUR OWN. PLEASE NOTE WE NEED SEPARATE FORMS FOR EACH DISTRICT YOU HAVE ASSETS IN. LIKE 2020 COMPUTER EQUIPMENT CHAMA THEN SECOND FORM 2020 FF&E IN ESPANOLA ETC.

16. CALCULATION PAGE MUST BE COMPLETED USING THE CURRENT FEDERAL DEPRECIATION AMORTIZATION WORKSHEET WITH THE SCHEDULE THAT HAS BEEN INCLUDED IN THIS PACKET. IN THE INSTRUCTIONS FOR FILING A 4562 FORM THERE SHOULD BE AN EXAMPLE FOR YOU. IF YOU WISH YOU DO NOT HAVE TO FILL OUT MY FORMS AND JUST TURN IN THE ONE USED FOR YOUR RECORD PURPOSES.

STEP 1: MAKE A COPY OF YOUR ORIGINAL

STEP 2: VERIFY THAT THE REMAINING TANGIBLE ASSETS HAVE DEPRECIATION LEFT OR HAVE BEEN EXPENSED FULLY UNDER SECTION-179 FOR THE CURRENT FEDERAL TAX YEAR.

STEP 3: DRAW A LINE THROUGH TO ELIMINATE EACH ITEM ON THE FEDERAL DEPRECIATION SCHEDULE THAT

- HAS BEEN REGISTERED WITH THE MOTOR VEHICLE DEPARTMENT
- HAS BEEN DISPOSED OF PRIOR TO JANUARY 1ST OF THE CURRENT REPORTING YEAR

PLEASE DO NOT REPORT LEASEHOLD IMPROVEMENT COSTS OR ANY ASSETS THAT ARE MADE PERMANENT TO THE PROPERTY.

STEP 4: DETERMINE THE STRAIGHT-LINE "CLASS LIFE" FOR EACH DEPRECIATING ASSETS, I HAVE ATTACHED THE MOST COMMON ASSETS AND THEIR SCHEDULES (IF THERE IS SOMETHING YOU DO NOT SEE ON THE LIST PLEASE DON'T HESITATE TO ASK ME) **DO NOT USE MACRS OR ACRS SCHEDULES.**

STEP 5: LIST THE STRAIGHT-LINE CLASS LIFE*, YEAR OF ACQUISITION, ORIGINAL COST, AND 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 OR USE AN EXCEL SHEET SO I CAN SORT THE ASSETS.

* "CLASS LIFE" (IN YEARS) PLEASE USE THE SCHEDULE ATTACHED TO THE PACKET. (Do not use GDS, MACRS, OR ACRS)

**SCHEDULE INCLUDED IN PACKET SHOWS PERCENTAGE.



Leased equipment is to be reported by the lessor unless the 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. Please note we need lease agreements attached to your forms.



Please attach your federal depreciation schedule

Straight-line class life* (in years)	Year of Acquisition	Use cost of equipment From Federal depreciation schedule	% GOOD**	Depreciated cost
_____	_____	_____	X	= _____
_____	_____	_____	X	= _____
_____	_____	_____	X	= _____
_____	_____	_____	X	= _____
_____	_____	_____	X	= _____
_____	_____	_____	X	= _____
_____	_____	_____	X	= _____
_____	_____	_____	X	= _____

TOTAL DEPRECIATED COST = _____

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

22. COMMENTS: _____

The formula below is how we get the tax bill dollar amounts
 COST OF EQUIPMENT X % GOOD = DEPRECIATED COST
 DEPRECIATED COST X .3333= TAXABLE VALUE
 TAXABLE VALUE X MILL RATE = TAX BILL DOLLAR AMOUNT