

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 29, 2024

2024

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 # _____

MAILING ADDRESS _____
Change OR Correction _____

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)

Transfer of Ownership or Business Closing

Name of Buyer _____ Phone# _____
Mailing address _____
City, State, Zip _____ * Date of Closing/Sale _____

Active Business no longer depreciating assets

_____ 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).

Signature of Owner/Agent * _____ Date * _____

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

County Tax ID #	Owner or Business Name					
	DO NOT USE NEGATIVE NUMBERS USE WHOLE NUMBERS AND ROUND TO THE NEAREST WHOLE NUMBER					
EQUIPMENT CATEGORY	SCHEDULE # (FROM THE BACK OF THE FORM)	YEAR OF PURCHASE	ACQUISITION COST	DEPRECIATION % (FROM BACK OF FORM)	APPLY SEC 179 Y/N	DEPRECIATED COST
Example: F F & E	2	2015	250,000	26%	No	21,667
TOTAL						

Example 1000 cost X 92% good = 920 X .333333 assessment ratio = 306.67 OR 307 taxable value

See back of this page for depreciation schedules. If you can not find the appropriate schedule please call the county personal property department or you may find a detail list of depreciation schedules on the New Mexico State Assessed web site.
www.state.nm.us/tax/ptd/sapbhmpg.htm

DEPRECIATION SCHEDULES

Schedule 1 6 yr life

Drilling & Well Service
Subject to floor of 13%

2023	93%
2022	78%
2021	64%
2020	49%
2019	34%
2018	20%
2017	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

2023	96%
2022	87%
2021	78%
2020	69%
2019	61%
2018	52%
2017	43%
2016	34%
2015	26%
2014	17%
2013	13%

Schedule 3 6 yr life

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

2023	93%
2022	78%
2021	64%
2020	49%
2019	34%
2018	20%
2017	13%

Schedule 4 3yr life

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

2023	85%
2022	56%
2021	27%
2020	13%

Schedule 5 14 yr life

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

2023	97%
2022	91%
2021	84%
2020	78%
2019	72%
2018	66%
2017	59%
2016	53%
2015	47%
2014	41%
2013	34%
2012	28%
2011	22%
2010	16%
2009	13%

Schedule 6 20 yr life

Wood Billboards

2023	98%
2022	93%
2021	89%
2020	85%
2019	80%
2018	76%
2017	72%
2016	67%
2015	63%
2014	58%
2013	54%
2012	50%
2011	45%
2010	41%
2009	37%
2008	32%
2007	28%
2006	23%
2005	19%
2004	15%
2003	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%

2023	98%
2022	95%
2021	91%
2020	88%
2019	84%
2018	81%
2017	77%
2016	74%
2015	70%
2014	67%
2013	63%
2012	60%
2011	56%
2010	53%
2009	49%
2008	46%
2007	42%
2006	39%
2005	35%
2004	32%
2003	28%
2002	25%
2001	21%
2000	18%
1999	14%
1998	13%

Schedule 8 45 yr life

Metal Billboards, Bank Vaults

2023	99%	1997	49%
2022	97%	1996	47%
2021	95%	1995	45%
2020	93%	1994	43%
2019	91%	1993	41%
2018	89%	1992	39%
2017	87%	1991	37%
2016	86%	1990	35%
2015	84%	1989	33%
2014	82%	1988	31%
2013	80%	1987	29%
2012	78%	1986	27%
2011	76%	1985	25%
2010	74%	1984	23%
2009	72%	1983	21%
2008	70%	1982	20%
2007	68%	1981	18%
2006	66%	1980	16%
2005	64%	1979	14%
2004	62%	1978	13%
2003	60%		
2002	58%		
2001	56%		
2000	54%		
1999	53%		
1998	51%		