

**ROOSEVELT COUNTY  
ASSESSOR'S OFFICE**

109 W 1<sup>ST</sup> STREET  
PORTALES, NM 88130

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**COUNTY ASSESSOR  
GEORGE BEGGS**

**CHIEF DEPUTY ASSESSOR  
STEVIN FLOYD**

## 2020 Business Personal Property Reporting

Dear Business Owner,

Enclosed you will find a Business Personal Property form, form instructions, and a copy of the depreciation schedules. Business personal property that is located in Roosevelt County on January 1<sup>st</sup> of each year is subject to valuation for property taxation purposes. You are receiving this report because we have established that your business is operating within Roosevelt County. The enclosed New Mexico Business Personal Property Report must be completed each year and returned to the Roosevelt County Assessor's Office.

### **Complete and return the enclosed form no later than February 28, 2020**

Any report received or postmarked after the last day of February is subject to a civil penalty in an amount equal to five percent (5%) of the property taxes ultimately due. **No extensions granted.**

We suggest you take all of the enclosed documents to your tax preparer or accountant. It is easier for them to complete this requirement at the same time they prepare your federal return. Please note that per state statute, the deadline for the report is the last day of February. The deadline falls before the federal reporting deadline. Please plan accordingly.

Please read all the instructions enclosed and follow the requested format. The attached depreciation schedules are only to be used for this report and they should be followed to obtain a fair method of depreciation. **All items reported to the IRS on your federal tax return and/or used for business purposes must be reported to Roosevelt County.** It is essential that you provide an itemized list indicating the type of asset, year purchased, purchase price and current year depreciation. Your list should also include assets sold or disposed of, along with the date of sale or disposal.

If the mailing address or physical location of your business has changed, please make the necessary address corrections on the report enclosed.

If your company is sold or permanently closed, please fill out box # 2 on the attached report. If your business has been sold, we have to have the new owners contact information before we can take it out of your name. If the business has been permanently closed, we have to have the report filled out with the closing date of the business and back into our office by the deadline for it to be removed for the current tax year.

Your cooperation is sincerely appreciated in the matter. If this is your first time reporting or have any questions, do not hesitate to contact our office at (575) 356-6971.

# NEW MEXICO BUSINESS PERSONAL PROPERTY REPORT 2020

## OFFICIAL REQUEST-RESPONSE REQUIRED

**Deadline for response is the last day of February.** Any report received after the last day of February is subject to a civil penalty in an amount equal to five percent (5%) of the property taxes ultimately due. Reports postmarked with due date will be considered late. **No extensions granted. All fields followed by an asterisk must be completed.**

Owner/Business Name \_\_\_\_\_

Address \_\_\_\_\_

Will this be your first time reporting in Roosevelt County?\* Yes \_\_\_\_\_ No \_\_\_\_\_

Business Mailing Address  
Change or Correction  
(if different from above)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(If reporting for more than one location, a separate form is required to be filled out for each.)

This form is for reporting Business Personal Property and Farm Equipment for property tax purposes.

**Please read instructions on the back of this form.**

**MACRS & ACRS Method of Depreciation is NOT accepted. Use Straight-Line Depreciation ONLY.**

### COMPLETE THE FOLLOWING IF APPLICABLE

Box 1 – Business information for active businesses-must be filled out.

Box 2 – Transfer of ownership if business has been sold, or if business was closed.

Box 3 – Information on when assets are no longer being depreciated for income tax purposes.

(copy of IRS Depreciation Worksheet must be attached. If not, it will not apply!)

Box 4 – Signature required, affirming that all information listed on this form is true and correct.

### 1-BUSINESS INFORMATION

Business name reported if filed for tax year 2019 \_\_\_\_\_

Name of business owner\* \_\_\_\_\_ Business Start Date\* \_\_\_\_\_

Mailing Address (of business owner)\* \_\_\_\_\_

Phone #\* \_\_\_\_\_ Fax # \_\_\_\_\_

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

Type of Business\* \_\_\_\_\_

(i.e. Retail, fast food, restaurant, hair salon, batch plants, silos & construction, etc.)

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

Does business have leased equipment? Yes \_\_\_\_\_ No \_\_\_\_\_ (See back for instructions)

### 2- TRANSFER OF OWNERSHIP OR BUSINESS CLOSING

Name of Buyer\* \_\_\_\_\_ Phone #\* \_\_\_\_\_

Mailing Address\* \_\_\_\_\_ \*Date of Closing or Sale (please circle which) \_\_\_\_\_

City, State, Zip\* \_\_\_\_\_

### 3- ACTIVE BUSINESS NO LONGER DEPRECIATING ASSETS

\_\_\_\_\_ possesses no 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 NMSA). **A copy of the Federal depreciation schedule/detail worksheet (IRS Depreciation worksheet) must be attached in order to prove the assets are not being depreciated; otherwise it will not apply. All fully depreciated assets will be taxed at a 13% floor.**

**FARM EQUIPMENT & LIVESTOCK OWNERS:** If reporting farm equipment please use this form. If reporting livestock please use the Livestock Report Form. If you did not receive the correct forms please contact the Roosevelt County Assessor's Office.

#### NOTE:

- This form must be completed in accordance with the listed instructions and returned by the last day of February (Section 7-38-8 NMSA). Extensions will no longer be granted.

- All business assets and farm equipment subject to valuation for property tax purposes shall be valued as of January 1st (Section 7-38-7 NMSA). of each year (Section 7-36-8; 7-36-33 NMSA).
- A personal property report must be made annually even if no changes have been made. Failure to report will result in a 5% Penalty.
- Falsification of a report may result in penalties up to 25% (Section 7-38-8 NMSA).
- All returns are subject to audit.

## **INSTRUCTIONS & INFORMATION**

For assistance or questions, contact the Personal Property Department for Roosevelt County.

1. All assets 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 calculating the depreciation allowance over the useful life of an asset. The **MACRS** or **ACRS** recovery periods **will not** 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 they were 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. Corrections submitted after the 30 day protest period as indicated on the Notice of Value will be applied to the next year.
9. Tangible Personal Property not otherwise exempt under the Federal or State Constitutions or Laws, that is used, produced, manufactured, held for sale, leased or maintained by a person for purposes of the person's profession, business or occupation, and for which the owner has claimed a deduction for Federal Income Tax Purposes during any Federal income taxable year occurring in whole or in part during the twelve months immediately preceding the first day of the Property Tax Year ;( Laws 1993 Chapter 8, Section 1 of 7-36-8 NMSA) shall be taxable. All fully depreciated assets will be taxed at a 13% floor.

### **4 – 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 preceding list and description are full and correct statements of a business personal property required to be reported pursuant to Section 7-38-8.NMSA of the Property Tax Code, in Roosevelt County on January 1<sup>st</sup>, and all property 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 SCHEDULE TAX YEAR 2020

<b>Schedule 1 6 yr life</b>	<b>Schedule 2 10 yr life</b>	<b>Schedule 3 6 yr life</b>	<b>Schedule 4 3 yr life</b>
Drilling & Well Service	FF & E, communication, phone systems, vending machines, recreation equip, residential furnishings, motels, restaurants & bars, farm equipment, heavy construction, contractors equip, hand tools all signs	Computer equip, type writers copiers, calculators, fax machines electronic equip, cell phones TV's	Short term rentals,VCR's Video games etc., Software
2019 93%	2019 96%	2019 93%	2019 85%
2018 78%	2018 87%	2018 78%	2018 56%
2017 64%	2017 78%	2017 64%	2017 27%
2016 49%	2016 69%	2016 49%	2016 13%
2015 34%	2015 61%	2015 34%	
2014 20%	2014 52%	2014 20%	
2013 13%	2013 43%	2013 13%	
	2012 34%		
	2011 26%		
	2010 17%		
	2009 13%		

<b>Schedule 5 14 yr life</b>	<b>Schedule 6 20 yr life</b>	<b>Schedule 7 25 yr life</b>	<b>Schedule 8 45 yr life</b>
Manufacturing equip of chemical, rubber, metal stone, glass, steel mills	Wood Billboards	Gas & purification plants, pipeline, oil field compression storage & holding tanks	Metal Billboards. Bank Vaults
2019 97%	2019 98%	2019 98%	2019 99%
2018 91%	2018 93%	2018 95%	1993 49%
2017 84%	2017 89%	2017 91%	1992 47%
2016 78%	2016 85%	2016 88%	1991 45%
2015 72%	2015 80%	2015 84%	1990 43%
2014 66%	2014 76%	2014 81%	1989 41%
2013 59%	2013 72%	2013 77%	1988 39%
2012 53%	2012 67%	2012 74%	1987 37%
2011 47%	2011 63%	2011 70%	1986 35%
2010 41%	2010 58%	2010 67%	1985 33%
2009 34%	2009 54%	2009 63%	1984 31%
2008 28%	2008 50%	2008 60%	1983 29%
2007 22%	2007 45%	2007 56%	1982 27%
2006 16%	2006 41%	2006 53%	1981 25%
2005 13%	2005 37%	2005 49%	1980 23%
	2004 32%	2004 46%	1979 21%
	2003 28%	2003 42%	1978 20%
	2002 23%	2002 39%	1977 18%
	2001 19%	2001 35%	1976 16%
	2000 15%	2000 32%	1975 14%
	1999 13%	1999 28%	1974 13%
		1998 25%	1999 60%
		1997 21%	1998 58%
		1996 18%	1997 56%
		1995 14%	1996 54%
		1994 13%	1995 53%
			1994 51%