

BERNALILLO COUNTY – OFFICE OF THE ASSESSOR
2021 PERSONAL PROPERTY BUSINESS EQUIPMENT REPORT
7-36-8 NMSA (1993 AMENDED)

December 7th, 2020

Dear Business Property Owner:

Business personal property (equipment) that is located in Bernalillo County on January 1 of each year is subject to valuation for property taxation purposes unless it is specifically exempt by statute. The enclosed Personal Property Business Equipment Report must be completed each year and returned to the Bernalillo County Assessor's Office.

**PLEASE COMPLETE AND RETURN THE ENCLOSED REPORT NO LATER THAN
FEBRUARY 28, 2021 5PM MST
A BUSINESS EQUIPMENT REPORT MUST BE FILED EACH YEAR WITH
THE ASSESSOR'S OFFICE, EVEN IF THERE ARE NO ASSETS TO REPORT.**

A business that fails to report is liable for a civil penalty equal to five percent of the property taxes due on the property for the tax year or years for which the business failed to make the required report; and the business risks audit. (7-38-8 NMSA)

The business property to report to the Assessor are those assets on which a federal depreciation deduction was taken and/or a Section-179 expense or a bonus expense was taken and reported to the IRS for the previous tax year (7-36-8 NMSA - 1993 Amended); excluding inventory held for resale, licensed vehicles, leasehold improvements, and supplies.

A copy of the [Federal depreciation schedule must be attached](#) and returned with the **2021** Personal Property Business Equipment Report.

If the business has ceased in Bernalillo County, indicate the pertinent information on the report. If the State ID is canceled, if possible, include a copy of the [NM State Taxation and Revenue Cancellation of State ID](#).

The business personal property reported to the Bernalillo County Assessor consists of movable items not permanently affixed to or part of the real estate. It includes but is not limited to equipment used to conduct business such as computers, copiers, printers, phone systems, manufacturing, construction and commercial machinery, fixtures, and office furniture.

The tax liability of leased or rented equipment, furniture, fixtures, computers, and other business property is vested in the lessor. It is important, however, that the lessee-business report to the Assessor the type of equipment leased or rented and from what lessor-business. Property leased or rented to governmental entities and installed at the site of the governmental entity is subject to taxation.

If you have any questions or need more information, please call the Business Personal Property Department at 222-3750, or visit our website at www.bernco.gov/assessor, go to Assessor's Forms, Personal Property Report.

Tanya R. Giddings
Bernalillo County Assessor

INSTRUCTIONS
For assistance call 505-222-3750

January 1 is the **Assessment Date** of Business Personal Property (business equipment). Respond to all items; show N/A on the items that do not apply. [A separate report must be completed for each location of a business.](#) If two businesses are at one location, a separate report must be completed for each business. If duplicate forms for the same business are received, please return both copies to the Assessor's Office so the duplicate account number may be deactivated.

1. **NAME OF OWNER:** Give the name of ownership be it the name of a sole proprietor, a partnership, or a corporation (i.e. Joe Smith, Joe Smith Ltd. Partnership, Joe Smith Inc). The name of ownership might be the same as the D.B.A.
 2. **D.B.A. (Doing Business As):** The name of your business. The D.B.A. might be the same as the name of ownership.
 3. **(C/O):** The name of the tax consultant, CPA, accountant, individual or firm that should receive this document other than owner.
 4. **CONTACT PERSON:** The individual to speak with regarding information on this document.
 5. **LOCATION ADDRESS:** This is the physical address of the business or business equipment. If the business is conducted from the home, give the home address. If the business is conducted from a mobile vehicle state so.
 6. **MAILING ADDRESS:** This is the address all tax related documents are to be mailed to: if different from owner attach signed authorization.
 7. **CHECK BOX:** If the primary activity of this business is to [Lease or Rent equipment](#) to others, the lessor.
 8. **NEW MEXICO STATE ID/CRS #:** This number is issued by the NM State Taxation & Revenue Department. **(11 Digits)**
 - 9/10. **CITY FACILITY ID # or COUNTY BUSINESS REGISTRATION #:** This number is issued by the city or county dependent upon the location of the business. Give both City and County numbers, if applicable.
 11. **DATE BUSINESS STARTED ACTIVITY** in Bernalillo County under the current ownership. If the bus. was incorporated recently provide the date.
 12. **HOW MANY LOCATIONS DOES THIS BUSINESS HAVE IN BERNALILLO COUNTY?** List total number of locations in Bernalillo County.
 13. **CHECK** appropriate box to identify that this location is inside or outside of the Albuquerque City limits.
 14. **PHONE NUMBER, CELL NUMBER, FAX NUMBER & E-MAIL ADDRESS** for the **OWNER.**
 15. **TYPE OF BUSINESS:** Give a description of what the business does (Restaurant, Physician, Beauty Salon, Construction, Retail Store, etc.).
 16. **NAME AND MAILING ADDRESS OF THE OWNER:** Do not give the name or address of the agent.
 17. **CENTRALLY ASSESSED ACCOUNTS:** Assets reported to the State of New Mexico Taxation & Revenue Department State Assessed Property Bureau are NOT to be reported to the Bernalillo County Assessor.
 18. **For Federal Tax reporting,** are the books maintained on a Calendar year (Jan-Dec) or are they maintained on a fiscal year (i.e., 2-1 to 1-31).
 19. **Check the tax year that is to be used for this report 2019 or 2020:** Check YES, if a federal depreciation deduction was claimed and/or expensed under Sec 179 for assets on that tax year and complete the #23 calculation page. Check NO, if no federal depreciation was taken for that tax year. Supporting tax documentation must be submitted with all reports for the tax year checked YES or NO (Federal Depreciation Schedule/4562 with tax asset detail for the year checked/Schedule C pages 1 & 2 can be submitted, if no depreciation was taken.)
 20. **NAME OF FIRM & INDIVIDUAL PREPARING THIS REPORT IF OTHER THAN THE OWNER:** **REPORT MUST BE SIGNED & DATED.**
 21. **DATE BUSINESS CEASED ACTIVITY IN BERNALILLO COUNTY:** This is the date the business ceased to do business in Bernalillo County under current ownership. If this business has moved from this location, show the new address on line #5 and complete this document. If, there is no equipment or it was sold or disposed of prior to January 1, the business must complete this document. To remove the business from the Bernalillo County Assessor's records, it is necessary to complete items 1 thru 20, and 21 or 22 if applicable. Report must be signed & dated.
 22. **DATE BUSINESS SOLD, NAME, PHONE & MAILING ADDRESS OF BUYER:** A **NEW** UPC # will be assigned to the **NEW** buyer. If in business as of Jan 1st, owner is responsible for entire year. Report must be signed & dated.
 23. **CALCULATION PAGE MUST BE COMPLETED:** Use the **2019, 2020** Federal Depreciation Schedule Detail.
 - A) Eliminate licensed motor vehicles, equipment disposed of prior to January 1, or equipment fully depreciated prior to the federal tax year being reported.
 - B) Identify the assets depreciated and/or expensed under Section-179 or a bonus depreciation was taken for the Federal Tax year being reported.
 - C) Determine the straight-line Class Life using tables provided.
 - D) Apply the percent good from the Tables provided and calculate the depreciated cost. Attach a copy of the Federal Depreciation Schedule Detail and 4562 as supporting documentation. If business has not federally depreciated any assets for the tax year indicated include a copy of Federal Schedule C pages 1 & 2.
 24. **LEASED EQUIPMENT:** On a separate sheet, describe the type of equipment that this business leases (**lessee**), and the name of the business from which the equipment is leased (**lessor**). **The lessee is to report leased equipment if, title of the leased equipment is passed to the lessee and the lessee is claiming a federal depreciation or expense deduction on the equipment.**
- ✓ **EXEMPT STATUS**
To declare an exemption, which is not currently applied to this assessment record, an application for exemption must be requested through the Assessor's Office. **Application must be made by the LAST DAY OF FEBRUARY OF THE TAX YEAR** for which the exemption is to be applied. The Assessor's exempt status is solely on taxation. **Claiming or receiving tax exempt status DOES NOT relieve the business or nonprofit organization of the responsibility to complete and return a business equipment report each year to the Assessor's Office.** Head-of-Household exemptions are NOT applied to business equipment.

A) **CHURCH:** To qualify for this exemption, the substantial and primary use of the property must be for religious purposes.

B) **CHARITABLE/EDUCATIONAL:** To qualify for these exemptions, the substantial and primary use of the property must be for charitable/educational purposes.

THE UPC# MUST BE ON ALL REPORTS SUBMITTED TO AVOID DOUBLE ASSESSMENTS--NEW BUSINESS WRITE "NEW" IN THE UPC BOX.

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. Assessors have no authority to grant an extension nor relieve penalties. The information submitted is confidential.

2021 BERNALILLO COUNTY PERSONAL PROPERTY BUSINESS EQUIPMENT REPORT

THIS REPORT MUST BE COMPLETED & RETURNED TO
OFFICE OF THE ASSESSOR – PERSONAL PROPERTY DIVISION
PO BOX 27108 ALBUQUERQUE, NM 87125
 505-222-3750 FAX# 505-222-3781 www.bernco.gov/assessor

UPC # _____
 6 Digits

1. _____
Name of Owner: Sole Proprietor, Partnership, or Corporation Name
2. _____
DBA: doing business as
3. (C/O) _____
In Care Of individual or firm other than owner.
4. _____
Contact Person
5. _____
Location Address in Bernalillo County Moved from Location preprinted above
6. _____
Mailing Address Agent address
7. CHECK BOX IF primary activity of this business is to LEASE or RENT equipment to others:
8. NM STATE ID#/CRS#: _____
11 Digits
9. CITY FACILITY ID#: FA00 _____
5 Digits
10. COUNTY BUSINESS REGIS#: _____
(If this location of business is outside the city limits)
11. DATE BUSINESS STARTED: _____
(Under current ownership in Bernalillo County)
12. HOW MANY LOCATIONS DOES THIS BUSINESS HAVE IN BERNALILLO COUNTY? _____
13. BUSINESS LOCATION WITHIN BERNALILLO COUNTY:
 Inside Alb Limits (A1A) Outside Alb Limits (X1/X1A)
 Los Ranchos De Alb (L1A) (Bernalillo County)
 Village of Tijeras (T1)
14. PHONE #: _____ CELL# _____ FAX #: _____ E-MAIL ADDRESS: _____
15. TYPE OF BUSINESS: _____
16. NAME & ADDRESS OF OWNER: _____
(Do not give agent name or address) _____
17. IF THIS BUSINESS REPORTS EQUIPMENT TO THE NM STATE PROPERTY TAX DEPARTMENT - CENTRAL ASSESSMENT BUREAU?
DO NOT COMPLETE THIS FORM, PLEASE CALL OUR OFFICE WITH YOUR CAB NUMBER IF YOU NEED ASSISTANCE.
18. **WHAT IS THE FEDERAL ACCOUNTING YEAR USED FOR THIS BUSINESS?**
 (Check One) **CALENDAR YEAR:** JAN 1 TO DEC 31 **FISCAL YEAR:** ____/____/XX TO ____/____/XX
19. DID THIS **BUSINESS CLAIM A FEDERAL DEPRECIATION DEDUCTION** OR AN **EXPENSE UNDER SEC-179** ON EQUIPMENT LOCATED IN BERNALILLO COUNTY FOR THE FEDERAL TAX YEAR: (Check the tax year used for this report)
 2019 YES NO --OR-- 2020 YES NO
Attach the Federal Depreciation Detail for the year you checked. If you answered YES for either year, complete #23.
20. PREPARER IF OTHER THAN OWNER
 Name _____ Name of Firm _____ Phone# _____

SIGNATURE: _____ **DATE:** ____/____/____

21. Date this **BUSINESS CEASED** under current ownership within Bernalillo County ____/____/____. Complete this item if only this branch/location closed. Phone #: _____
22. Date **BUSINESS SOLD:** ____/____/____ **Buyer's Name & DBA:** _____
 Phone #: _____ **Buyer's Address:** _____
 Business will continue in Bernalillo County

FOR OFFICE USE ONLY

Tax Dist	Ext Dt	ID/CRS	Calc Pg	Acptd	Recalc	File Date
Fed ID	Recd Dt	City #	Appr Calc	Y	N	Translog
Incorp Dt	Tax Docs	Cnty #	Activity Code	Y	N	Entered
Start Dt	Reason Code	CAB#	Late Penalty	Y	N	Translog
FY ----	Appr Init	Fed Dep	19 Y N / 20 Y N	TXP		Repunch
Category	Dt Revd / /	Fd Dp	19 20 /4562/List/Bk	19 20	OVR	Translog

% GOOD SCHEDULES-TAX YEAR 2021

Bernalillo County Assessor

TABLE 1

Albuquerque, NM

	Pallets Software		Computer & Peripheral equip, Typewriters, Faxes, Calculators, Copiers/Printers, Adding machines Internal phone systems, Security systems, General Building and Construction assets Oil & Gas well drilling assets,	Cell sites, Antennas, Microwave Antennas,	All Office Furniture, Cubicles ect. All Restaurant Eq. tables, chairs Medical, Dental, Veterinary Eq. Communications Equipment Fitness & Gym Equipment All Machinery & Equipment Manufacturing & Processing Eq. Movie Production Equipment Signs/Bilboards/Art, Paintings		
STRAIGHT-LINE CLASS LIFE (IN YEARS)	3	5	6	7	10	13	17
YEAR ACQUIRED							
2020/2021	85%	91%	93%	94%	96%	97%	97%
2019	56%	74%	78%	82%	87%	90%	92%
2018	27%	56%	64%	69%	78%	83%	87%
2017	13%	48%	49%	56%	69%	76%	82%
2016	13%	30%	34%	44%	61%	70%	77%
2015	13%	13%	20%	31%	52%	63%	72%
2014	13%	13%	13%	19%	43%	56%	67%
2013	13%	13%	13%	13%	34%	50%	61%
2012	13%	13%	13%	13%	26%	43%	56%
2011	13%	13%	13%	13%	17%	36%	51%
2010	13%	13%	13%	13%	13%	29%	46%
2009	13%	13%	13%	13%	13%	23%	41%
2008	13%	13%	13%	13%	13%	16%	36%
2007	13%	13%	13%	13%	13%	13%	31%
2006	13%	13%	13%	13%	13%	13%	25%
2005	13%	13%	13%	13%	13%	13%	20%
2004	13%	13%	13%	13%	13%	13%	15%
2003	13%	13%	13%	13%	13%	13%	13%

**CALL FOR THE SCHEDULE YOU REQUIRE, IF IT DOES NOT APPEAR ON TABLES 1 or 2 (505) 222-3750.
THIS IS A GENERAL ASSET LIST ONLY AND DOES NOT INCLUDE ALL REPORTABLE ASSETS**

% GOOD SCHEDULES -- TAX YEAR 2021

Bernalillo County Assessor

TABLE 2

Albuquerque, NM

	Wine Barrels	Pool Tables					Forklift Manlift		Solar panels	Gas & Purification Plants, Pipelines,Tanks Compressors, other related equipment
					Printing, Publish	Air trans assets		Equip, shelters, buildings, Towers	Cement prod assets	
STRAIGHT-LINE CLASS LIFE (IN YEARS)	4	8	9	9.5	11	12	14	15	20	25
YEAR ACQUIRED										
2020/2021	89%	95%	95%	95%	96%	96%	97%	97%	98%	98%
2019	67%	84%	85%	86%	88%	89%	91%	91%	93%	95%
2018	45%	73%	76%	77%	80%	82%	84%	85%	89%	91%
2017	23%	62%	66%	68%	72%	75%	78%	80%	85%	88%
2016	13%	51%	56%	59%	64%	67%	72%	74%	80%	84%
2015	13%	40%	47%	49%	56%	60%	66%	68%	76%	81%
2014	13%	29%	37%	40%	48%	53%	59%	62%	72%	77%
2013	13%	18%	27%	31%	40%	45%	53%	56%	67%	74%
2012	13%	13%	17%	22%	32%	38%	47%	50%	63%	70%
2011	13%	13%	13%	13%	25%	31%	41%	45%	58%	67%
2010	13%	13%	13%	13%	17%	24%	34%	39%	54%	63%
2009	13%	13%	13%	13%	13%	16%	28%	33%	50%	60%
2008	13%	13%	13%	13%	13%	13%	22%	27%	45%	56%
2007	13%	13%	13%	13%	13%	13%	16%	21%	41%	53%
2006	13%	13%	13%	13%	13%	13%	13%	16%	37%	49%
2005	13%	13%	13%	13%	13%	13%	13%	13%	32%	46%
2004	13%	13%	13%	13%	13%	13%	13%	13%	28%	42%
2003	13%	13%	13%	13%	13%	13%	13%	13%	23%	39%
2002	13%	13%	13%	13%	13%	13%	13%	13%	19%	35%
2001	13%	13%	13%	13%	13%	13%	13%	13%	15%	32%
2000	13%	13%	13%	13%	13%	13%	13%	13%	13%	28%
1999	13%	13%	13%	13%	13%	13%	13%	13%	13%	25%
1998	13%	13%	13%	13%	13%	13%	13%	13%	13%	21%
1997	13%	13%	13%	13%	13%	13%	13%	13%	13%	18%
1996	13%	13%	13%	13%	13%	13%	13%	13%	13%	14%
1995	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%

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