

Donald Yee
OTERO COUNTY ASSESSOR



Office of the County
Assessor
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Alamogordo, NM 88310
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You may EMAIL worksheet to:
business.eqp@co.otero.nm.us

State of New Mexico
County of Otero
Office of the County Assessor

2012 Annual Report of Business Equipment

A PERSONAL PROPERTY WORKSHEET is attached for you to fill out and return to the Otero County Assessor's office. This list should be updated each year and is due by the last day of February. It is used to determine the tax on personal property associated with commercial enterprises. Following are some often asked questions:

WHO MUST FILE?

- All businesses, professional services, licensed contractors, etc. must report. A complete, detailed list should be entered on the enclosed Personal Property Worksheet showing year purchased, description of item, and purchase price.

WHAT MUST I REPORT?

- All business equipment used in your business entity that is depreciated for Federal Income Tax purposes in the prior calendar year is subject to valuation.

WHAT **NOT** TO REPORT?

- Vehicles or trailers licensed by the State of New Mexico and any permanent attachments to the vehicle.
- Items which you no longer report for depreciation to the IRS.

WHAT IF I NO LONGER HAVE EQUIPMENT THAT NEEDS TO BE REPORTED?

- Indicate that but still return the form to help us keep our records updated.

WHAT IF I AM NO LONGER IN BUSINESS?

- If you have gone out of business, report this to our office, and we will remove your business from the tax rolls for the following year.
- If you have sold your business, report the name and address of the new owner to our office to transfer the taxable property for the following year.

WHAT IF I DO NOT RETURN THE WORKSHEET?

- The Assessor will estimate the value of the property.

If you have any questions, please visit or contact the Otero County Assessor's office at (575) 437-5310 ext 12650. Office hours are Monday through Friday, 7:30 AM to 6:00 PM.

Worksheet should be returned or emailed by the last day of February, 2012.

*Rush delivery is not necessary—we will gladly give you an extension by calling the Personal Property Department, (575)439-2650 or (575)437-5310. Thank you for your response.

***If the enclosed worksheet is returned after January 15, 2012, your original Notice of Value (mailed to all taxpayers) February 2012 will reflect your 2011 worksheet, until we receive and update your personal property value. Your company will then receive an updated Notice of Value for you to review and make changes or corrections within thirty days.

2012

New Mexico Business Personal Property Report

Otero County Assessor

1104 N White Sands Blvd, Alamogordo NM 88310

(575) 437-5310 ext #12650

Deadline for response is February 29, 2012

(Postmark by February 29 OR call for an extension)

Name of Business & ID #: _____

Owner of Business _____

Business Address _____

Mailing Address _____

Email Address or Fax Number _____

(if you would like your Amended Return emailed or faxed instead of mailed)

Email my Amended Return _____. Fax my Amended Return _____. Mail my Amended Return _____.

If your business reports its equipment to the NM State Property Tax Dept enter CAB# _____
(You do not need to fill out the rest of this worksheet.)

If your business closed—what is the date your business ceased operation: _____

If your business sold, please list: New Owner _____

Mailing Address: _____

VALUE OF BUSINESS EQUIPMENT (after depreciation)














(Do not include leased equipment)

I no longer depreciate my business equipment (check box).

Leased equipment will be reported by your leasing company DO NOT include in the box above.
The information contained in this application is correct to the best of my knowledge:

Signature _____ Date _____ Phone _____

Included are two worksheets to help figure your value, or you may use your own worksheet.

Year Acquired	Cost of Equipment	% Good	Cost less Depreciation
  SCHEDULE ONE (short term equipment)  			
DVDs & players, TVs, Video game rentals, Electric tools, Hand tools, Small appliances, Linens, Calculators, Phones, Cell phones, Kitchenware, Tableware, Molds, Cameras, Batteries, Software (do not report if customized)			
2011		.85	
2010		.56	
2009		.27	
2008 & earlier		.13	
 SCHEDULE TWO (Office Machines) 			
Computers, Copiers, Cash registers, Postage machines, Printers, Scanners, Faxes, Testing equipment, MRIs (due to obsolescence), Credit card readers, Laptops, Beverage dispensers, Recorders, Transmitters			
2011		.89	
2010		.67	
2009		.45	
2008		.23	
2007 & earlier		.13	
  SCHEDULE THREE  			
Desks, Small signs (inside & outside), Stoves, Tables, Chairs, Freezers, Filing cabinets, Shopping carts, Safes, Motel furnishings, Gaming & Vending equipment, Most Medical Equipment & Restaurant Equipment, Heavy Construction Equipment (due to wear & tear), Well drilling equipment, ATMs, Washers/Dryers			
2011		.91	
2010		.74	
2009		.56	
2008		.39	
2007		.21	
2006 & earlier		.13	
 SCHEDULE FOUR  			
Billboards, Gasoline tanks, Bank vaults, Industrial storage containers, Outside signs, Mobile offices, Microwave antennas, Radio & Television towers, Cell sites & Pipelines (unless reported to Santa Fe)			
2011		.96	
2010		.87	
2009		.78	
2008		.69	
2007		.61	
2006		.52	
2005		.43	
2004		.34	
2003		.26	
2002		.17	
2001 & earlier		.13	
		Total =	