



**Office of the Santa Fe County Assessor
c/o Business Personal Property**

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Gus Martinez
Santa Fe County Assessor

**BUSINESS PERSONAL PROPERTY DECLARATION 2018
DUE DATE: FEBRUARY 28, 2018**

OFFICIAL MAIL DATE:

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

Address _____
City _____ State _____ Zip _____

(If reporting for more than one school district, 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. Only business assets and equipment for which an owner has claimed a deduction for depreciation for federal income tax purposes is subject to valuation. Please read instructions on the back of this form.

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 – Signature of owner when assets are no longer being reported for income tax purposes.
- Box 4 – Signature required, affirming that all information listed on this form is true and correct, see back.

SEE BACK FOR MORE INSTRUCTIONS

1 – BUSINESS INFORMATION

Name of business _____ Business start date _____
Name of business owner _____ Phone # _____
Mailing Address (of business owner) _____ Fax _____
Physical Location Address of Business _____ Business Id/ License # _____
_____ Contact Person(name) _____
Assessor's BPP Acct. # _____ Contact Person Phone # _____
Type of Business _____
(ie.: Retail, Oil & gas, fast food, restaurant, hair salon, construction, etc.)

2 – TRANSFER OF OWNERSHIP OR BUSINESS CLOSING

Name of Buyer _____ Phone # _____
Mailing Address _____ Date of Closing or Sale *(please circle which):*
City, State, Zip _____
Signature _____ Date _____

3 – 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 _____