

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.

**2022 HARDING COUNTY PERSONAL PROPERTY BUSINESS EQUIPMENT REPORT**

**THIS REPORT MUST BE COMPLETED & RETURNED TO  
OFFICE OF THE ASSESSOR-PERSONAL PROPERTY DIVISION  
35 PINE ST. PO BOX 1002—MOSQUERO, NM 87733  
(575) 673-2926 FAX (575) 673-2922  
EMAIL: arc3@plateautel.net**

**Business Location**

UPC # / ACCT # \_\_\_\_\_  
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 this 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 this county)
12. HOW MANY LOCATIONS DOES THIS BUSINESS HAVE IN THIS COUNTY? \_\_\_\_\_  
0
13. BUSINESS LOCATION WITHIN THIS COUNTY: \_\_\_\_\_
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: \_\_\_\_\_ TO \_\_\_\_\_
19. DID THIS BUSINESS CLAIM A **FEDERAL DEPRECIATION DEDUCTION** OR AN **EXPENSE UNDER SEC-179** ON EQUIPMENT LOCATED IN THIS COUNTY FOR THE FEDERAL TAX YEAR: (Check the tax year used for this report)  
2018 \_\_\_\_ YES \_\_\_\_ NO —OR— 2019 \_\_\_\_ 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 the 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 this 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 Y N	Cnty #	Activity Code			Entered
Start Dt	Reason Code A N D	CAB#	Late Penalty	Y	N	Translog
FY	Appr Init	Fed Dep 17 Y N / 18 Y N	TXP			Repunch
Category	Dt Revd / /	Fd Dp 17 18 /4562/List/Bk 17 18	OVR			Translog

23. **CALCULATION PAGE MUST BE COMPLETED** Using either the **2020, 2021 Federal Depreciation Schedule** to calculate the depreciated cost (7-36-8 NMSA 1993 AMENDED). This **Depreciation Schedule** shows the description, acquisition cost, acquisition year, Section-179 taken. If no depreciation was taken supporting tax documentation must be submitted showing no federal depreciation was taken.

**Step 1.** DRAW A LINE THROUGH, ELIMINATE, EACH ITEM ON THE FEDERAL DEPRECIATION SCHEDULE THAT

- has a license plate (licensed motor vehicle)
- the business disposed of prior to January 1, 2022

**Step 2.** VERIFY THAT THE REMAINING TANGIBLE ASSETS HAVE A DEPRECIATION DEDUCTION TAKEN -OR- HAVE BEEN EXPENSED UNDER SECTION-179 (IN WHOLE OR IN PART) FOR THE FEDERAL TAX YEAR USED FOR THIS REPORT.

**Step 3.** DETERMINE THE STRAIGHT-LINE "CLASS LIFE" FOR EACH OF THE DEPRECIATING ASSETS, SEE ATTACHED SCHEDULES. **DO NOT USE THE MACRS OR ACRS "RECOVERY PERIODS"**.

**Step 4.** LIST THE STRAIGHT-LINE CLASS LIFE\*, YEAR OF ACQUISITION, COST, PERCENT GOOD\*\*, THEN CALCULATE THE DEPRECIATED COST(S). LIST THE ASSETS INDIVIDUALLY; OR GROUP THE ASSETS BY CLASS LIFE THEN SORT BY THE YEAR OF ACQUISITION.

\* "Class Life" (in years) as defined in IRS Publication 946--HOW TO DEPRECIATE PROPERTY. See "Table of Class Lives and Recovery Periods". (Do Not Use GDS (MACRS) or ADS)

\*\* See the attached Tables #1 and #2 for the Percent Good Factor.

- LEASED EQUIPMENT IS TO BE REPORTED BY THE LESSOR UNLESS TITLE IS PASSED TO THE LESSEE, IN WHICH CASE THE LESSEE IS ALLOWED TO CLAIM THE FEDERAL DEPRECIATION DEDUCTION ON THE EQUIPMENT. THEREFORE, THE EQUIPMENT IS TO BE REPORTED BY THE LESSEE.
- DO NOT INCLUDE LEASEHOLD IMPROVEMENTS. THESE NEED A DESCRIPTION OF THE IMPROVEMENT.
- **SUPPORTING FEDERAL TAX DOCUMENTS ARE REQUIRED WITH ALL REPORTS.**

STRAIGHT- LINE CLASS LIFE* (in years)	YEAR OF ACQUISITION	ALWAYS USE COST OF EQUIPMENT FROM <u>FEDERAL DEPR SCHED</u>	X	% GOOD ** (Table 1 OR 2)	=	DEPRECIATED COST
_____	_____	_____	X	_____	=	_____
<b>TOTAL DEPRECIATED COST</b>						= _____

24. LEASED EQUIPMENT: ON A SEPARATE SHEET LIST TYPE OF EQUIPMENT AND THE LESSOR.

25. COMMENTS: \_\_\_\_\_  
**Assets reported on this UPC (location) may actually be at other locations, please give us the UPC numbers.**

<b>For Information Only:</b>	COST OF EQUIPMENT X % GOOD =	DEPRECIATED COST
	DEPRECIATED COST X .3333 =	TAXABLE VALUE
	TAXABLE VALUE X MILL RATE =	TAX BILL DOLLAR AMOUNT