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**DUE DATE APRIL 15, 2005**

**THIS SCHEDULE MUST BE FILED EVERY YEAR  
REGARDLESS IF ANY ADDITIONS OR DELETIONS WERE MADE**

**PERSONAL PROPERTY**

**IMPORTANT DOCUMENT – PLEASE READ**

**CONTENTS**

**DS 056      PERSONAL PROPERTY DECLARATION SCHEDULE**  
(Use For All Types of Taxable Personal Property Including  
Taxable Agribusiness Equipment and Leased Property.  
Do Not Use for Natural Resources and Oil and Gas Properties)

**DS 056A      INSTRUCTIONS**

**FOR ASSESSMENT YEAR BEGINNING JANUARY 1, 2005**

## STATE OF COLORADO GENERAL INFORMATION

*(Declaration Schedules and Attachments Are Confidential And Private Documents By Law.)*

For these instructions, please refer to the following statutes: §§ 39-3-118.5, 39-3-119.5, 39-5-104.5, 39-5-107, 39-5-108, 39-5-110, 39-5-113 through 117, 39-5-120, and 39-21-113(7), C.R.S.

**WHO FILES A DECLARATION SCHEDULE?** The owner of taxable personal property as of January 1 must file a declaration schedule if the total actual value (market value) of all the personal property to be listed on this schedule is greater than \$2,500 per county. All personal property, such as a business/organization's:

■ Equipment ■ Security Devices ■ Machinery ■ Household Furnishings ■ Personal Effects, not otherwise exempt by law, must be listed on this schedule.

**IS YOUR BUSINESS NEW? ARE YOU A NEW OWNER?** If you answer "yes" to either question, or you have never filed with the county assessor and the total actual value (market value) of all your personal property per county is greater than \$2,500, you are required to provide a complete detailed listing of all machinery, equipment, and other personal property. Please include: ■ Item ID Number ■ Property Description ■ Model Number ■ Year Acquired ■ Original Installed Cost to You. **If you are a first time filer or are unsure as to whether the total actual value of your personal property per county exceeds \$2,500, please contact the county assessor.**

**PRORATION OF PERSONAL PROPERTY VALUE IS GENERALLY NOT ALLOWED.**

As of January 1, 1996, the only proration of personal property value allowed is for Works of Art loaned to and used for charitable purposes by an exempt organization. If other taxable personal property was located in Colorado on the assessment date, it is taxable for the entire assessment year, providing that, if it was newly acquired, it was put into use as of the assessment date (January 1). If it was not located in the state on the assessment date, or if it was newly acquired, but was not put into use as of the assessment date, it cannot be taxed until the next assessment year. Except for works of art, personal property that is exempt on the assessment date retains its exempt status for the entire assessment year. These requirements do not affect the proration of real property.

**WHEN DO YOU FILE?** This form must be received by the county assessor by the April 15 deadline EVERY YEAR.

**HOW DO YOU FILE FOR AN EXTENSION?** You may extend the deadline if, prior to April 15, the assessor receives your written request AND \$20 for a 10-day extension, or \$40 for a 20-day extension. This extension applies to all personal property schedules (single or multiple) which a person is required to file in the county.

**WHAT HAPPENS IF YOU FAIL TO FILE?** The late filing penalty is \$50 or 15% of the taxes due, whichever is less. If you fail to file a schedule, the assessor may determine a valuation based upon the BEST INFORMATION AVAILABLE and may add a penalty of up to 25% of assessed value for any omitted property discovered and valued later.

**NOTE: Failure to properly file a declaration schedule may prevent you from receiving an abatement per Colorado case law. Property Tax Adm'r v. Production Geophysical, 860 P.2d 514 (Colo. 1993)**

**WHY IS THE DECLARATION FORM IMPORTANT?** Assessors use this information to help calculate the property's actual value. This value is based on the property's use and condition as of January 1 of each assessment year.

**WHAT HAPPENS AFTER YOU SUBMIT THIS FORM?**

- The assessor may request more information or conduct a physical inventory of your personal property at your business location.
- Notices of Valuation are mailed on June 15 to the address listed on this schedule.

**INSTRUCTIONS FOR COMPLETING THE PERSONAL PROPERTY  
DECLARATION SCHEDULE DS 056**

- A. **NAME AND ADDRESS:** Write any corrections to the preprinted name/address information under Change of Name or Address. If you are not the current business owner, please list the name and address of the new owner in the appropriate box. Also, list the date that the property was sold to the new owner.
- PERSONAL PROPERTY LOCATION:** If not preprinted, provide the: ■ Actual Physical Location of the Personal Property ■ Change in Physical Location, If Applicable ■ Additional Property Location Changes, If Applicable ■ List of Locations Where Other Personal Property Is Owned.
- B. **BUSINESS:** Complete this section by providing your business start-up date, the square footage your business occupies and the primary product or service that you provide.
- C. **BUSINESS STATUS:** Check the appropriate boxes for your business status and indicate the date of any change in the property's location from the prior year. If you are a first time filer or are unsure as to whether the total actual value of your personal property per county exceeds \$2,500, please contact the county assessor. **Whether or not you file a declaration schedule, the assessor may select your business for an audit.**
- D. **LISTING OF PERSONAL PROPERTY:**  
**PERSONAL PROPERTY INCLUDES:**
- All Residential Household Furnishings Producing Income
  - Equipment, Furniture, and Machinery Used by These Businesses: Commercial, Industrial, and Natural Resource
  - Taxable Personal Property Used As Part of an Agribusiness, that does not qualify as agricultural, pursuant to, § 39-1-102 (1.6)(a), C.R.S.
  - Expensed Assets With a Life of Greater Than One Year
  - Fully Depreciated Assets Still In Use
  - Assets in Storage that are Subject to IRS Depreciation
- “CONSUMABLE” PERSONAL PROPERTY EXEMPT FROM TAXATION:**
- Pursuant to § 39-3-119, C.R.S., personal property items that are classified as “consumable” as defined in ARL Volume 5, Chapter 2, are exempt from taxation and should **NOT** be listed on this declaration. “Consumable” personal property is defined as any item having a life of one (1) year or less regardless of cost, and any item with a life longer than one year that has an acquisition cost or fair market value of \$250 or less at the time of acquisition. The \$250 limitation applies to each item of personal property fully assembled and ready for use and includes all installation costs, sales taxes, and freight expenses.
- IMPORTANT: YOU MUST SUBMIT A COMPLETE PROPERTY LISTING IF YOU HAVE NOT PROVIDED ONE FOR THIS LOCATION.** Do not list merchandise inventory, materials, or supplies. Do list all other personal property acquired by you prior to January 1. If you have given the assessor such a list, you may simply submit additions and deletions each year.
1. List **all** taxable personal property acquired by you prior to January 1, providing: ■ Item ID Number ■ Complete Property Description Including Model Number or Capacity ■ Year Acquired ■ If the Item is New or Used ■ Original Installed Cost to You (Current Owner) ■ The Month and Year Each Item was First Placed into Service or is Scheduled to be Placed into Service. You should separately submit any available market value, rent, or lease information. The Original Installed Cost to You is defined as the amount that was paid for the personal property when new inclusive of ■ Sales/Use Tax ■ Freight and ■ Installation Charges. If the item was purchased used, include its Cost to You along with Sales/Use Tax, Freight, and Installation Charges.
  2. List **all** taxable personal property sold, traded, or scrapped prior to January 1 of the current year. For all items deleted, provide: ■ Item ID Number ■ Property Description Including Model Number or Capacity ■ Year Acquired ■ If the Item is New or Used ■ Original Installed Cost to You (Current Owner).
- E. **UNLICENSED MOBILE EQUIPMENT:** Complete this section if there is any unlicensed mobile equipment at this location. Do Not report licensed vehicles as personal property.
- F. **GENERAL LEDGER:** Extract your original installed cost information for all personal property items from your accounting records. You may submit general ledger information in lieu of completing this section.
- G. **DEPRECIATION:** If you file a Form 4562 or 4562-A with the IRS, please provide a copy of your completed IRS Form with an itemized listing of all personal property including the description and cost of each item. Note that all personal property that is expensed should be included in your listing. In addition, attach a copy of the latest detailed Depreciation Schedule from your financial records.
- H. **LEASED, LOANED, OR RENTED PERSONAL PROPERTY:** All personal property leased, loaned, or rented to you must be listed in this section. Property rented 30 days at a time or less, returned at the renter's option, and for which sales/use tax is collected before it is finally sold is considered exempt and should **NOT** be reported. You must identify each item of leased, loaned, or rented personal property as follows: ■ Owner's/Lessor's Name, Address, and Telephone Number ■ Property Description Including Model and Serial Number ■ Total Cost of the Lease to You ■ Lease Number ■ Lease Term (From-To) ■ Total Amount of Annual Rent. If any of the leased equipment listed is capitalized on your books and records, please check the box at the beginning of the line corresponding with the name of the Lessor. Also, if purchase or maintenance options are included in the lease, check this box and provide details of these options on a separate sheet.
- I. **DECLARATION AND SIGNATURE:** Provide either your nine-digit Federal Employer Identification Number (FEIN) or your Social Security Number (SSN), § 39-5-107, C.R.S. Print name of owner, name of person signing, phone number, and e-mail address. Then sign, date, and return this form to assessor by **April 15th**. When a business personal property tax credit is authorized by statute, your FEIN or SSN **must** be provided to ensure receiving the **maximum** amount allowed by law.



State of Colorado  
PERSONAL PROPERTY  
DECLARATION SCHEDULE

2005

(CONFIDENTIAL DATA)

Assessment Date  
January 1

Due Date  
April 15

County \_\_\_\_\_

**RETURN TO COUNTY ASSESSOR**

<b>B.A. CODE</b>	<b>T.A. CODE</b>	<b>SCHEDULE NUMBER</b>	<input type="checkbox"/> CHECK HERE IF THERE ARE NO CHANGES FROM LAST YEAR'S DECLARATION SCHEDULE INFORMATION. IF SO, GO DIRECTLY TO SECTION I. COMPLETE IT, SIGN IT, AND RETURN FORM TO THE ASSESSOR.  If you are not the current business owner, please list the name and address of the new owner below.      Date Sold _____
<b>A. NAME AND ADDRESS (INDICATE ANY CHANGES OR CORRECTIONS)</b>			
<b>PHYSICAL LOCATION OF THE PERSONAL PROPERTY AS OF JANUARY 1 ASSESSMENT DATE (INDICATE ANY CHANGES OR ADDITIONS)</b>			
			DO NOT USE – FOR ASSESSOR ONLY
			RECEIVED
			COMPLETED
			LATE FILING PENALTY APPLIED <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>B. BUSINESS:</b>			
Start-Up Date ( <i>at this location</i> )	Square Footage the Business Occupies	Product or Service Provided	

**C. BUSINESS STATUS:** (Please check the appropriate boxes ONLY).  
 In accordance with § 39-3-119.5, C.R.S., you are not required to file this declaration if the total actual value (market value) of your personal property per county is \$2,500 or less. If you are a first time filer or are unsure as to whether the total actual value of your personal property per county exceeds \$2,500, please contact the county assessor. **Whether or not you file a declaration schedule, the assessor may select your business for an audit.**

NEW BUSINESS/ORGANIZATION. You must give a complete itemized listing of all personal property. Use the first part of Section D and attach separate sheet(s) if needed.

EXISTING BUSINESS/ORGANIZATION. Indicate ADDITIONS to property in the first part of section D and/or DELETIONS in the second part of Section D.

NEW OWNER OF PREVIOUSLY EXISTING BUSINESS/ORGANIZATION. You must give a complete itemized listing of all personal property acquired in a business purchase. Include additions made prior to Jan. 1 since that purchase.

**AS OF JANUARY 1, WERE YOU OUT OF BUSINESS?**     Yes     No    If yes, please complete below:  
 Personal Property Sold                       Personal Property Stored                      Date Sold/Stored \_\_\_\_\_  
 Name of New Owner of the Personal Property \_\_\_\_\_ Phone Number \_\_\_\_\_  
 PROPERTY CHANGED LOCATION TO \_\_\_\_\_ ON (DATE) \_\_\_\_\_

**\*\*FOR AN ACCURATE ASSESSMENT, WE MUST HAVE A COMPLETE LISTING OF PERSONAL PROPERTY.\*\***

**D. LISTING OF PERSONAL PROPERTY NOTE:** Include ALL Expensed Assets With a Life of Greater Than 1 Year, Fully Depreciated Assets Still in Use, and Stored Assets That Are Subject to IRS Depreciation.

If NO ADDITIONS, check here. List all personal property acquired prior to January 1. Attach separate sheet(s) if needed.

Item ID Number	Complete Description Including Model or Capacity	Year Acquired	Check New or Used for Each Item:	Your Original Installed Cost	Month & Year First Placed into Service
			<input type="checkbox"/> New <input type="checkbox"/> Used		
			<input type="checkbox"/> New <input type="checkbox"/> Used		
			<input type="checkbox"/> New <input type="checkbox"/> Used		
			<input type="checkbox"/> New <input type="checkbox"/> Used		
			<input type="checkbox"/> New <input type="checkbox"/> Used		

If NO DELETIONS, check here. List all personal property sold, traded, or discarded prior to January 1. Attach separate Sheet(s) if needed.

Item ID Number	Complete Description Including Model or Capacity	Year Acquired	Check New or Used for Each Item:	Your Original Installed Cost
			<input type="checkbox"/> New <input type="checkbox"/> Used	
			<input type="checkbox"/> New <input type="checkbox"/> Used	

SEE OTHER SIDE

**E. UNLICENSED MOBILE EQUIPMENT** Do not list licensed vehicles, mobile equipment with SMM license plates, rental decals, or Z-tabs.

Check here and complete this section if there is any unlicensed mobile equipment at this location.

Item ID No.	Description / Model or Capacity	Year Acquired	Check New or Used for Each Item:		Your Installed Cost	Year In Use
			<input type="checkbox"/> New	<input type="checkbox"/> Used		
			<input type="checkbox"/> New	<input type="checkbox"/> Used		
			<input type="checkbox"/> New	<input type="checkbox"/> Used		
			<input type="checkbox"/> New	<input type="checkbox"/> Used		
			<input type="checkbox"/> New	<input type="checkbox"/> Used		

**F. GENERAL LEDGER (original installed costs only)** **DO NOT USE FISCAL YEAR BALANCES**  
Do not list mobile equipment with SMM license plates, rental decals, or Z-tabs.

	Furniture	Machinery & Equipment	Capitalized Mobile Equipment	Electronic Office Equipment	Computers	Signs	All Other
BALANCE JAN. 1, 2004							
BALANCE JAN. 1, 2005							

**G. DEPRECIATION:** If you file a Form 4562 or 4562-A with the IRS, please provide a copy of your completed IRS Form with an itemized listing of all personal property including the description and cost of each item. Note that all personal property that is expensed should be included in your listing. In addition, attach a copy of the latest detailed Depreciation Schedule from your financial records.

**H. LEASED, LOANED, OR RENTED PROPERTY (Furniture, Signs, Etc.) Declare Property Owned by Others.**

If you possessed any leased, loaned, or rented machinery, equipment, furniture, signs, vending machines, etc. on January 1<sup>st</sup>, check here. List below, showing owner's name, address, and telephone number; property description; etc. If any of the leased equipment listed is capitalized on your books and records, please check the box at the beginning of the line corresponding with the name of the Lessor.

Owner/Lessor's Name, Address, Tele. No.	Description Including Model/Serial Number	Cost of Lease	Lease Number	Term (From-To)	Annual \$ Rent
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

If purchase or maintenance options are included in the total annual \$ rent shown above, check here and furnish details.

**I. DECLARATION THIS RETURN IS SUBJECT TO AUDIT**

"I declare, under penalty of perjury in the second degree, that this schedule, together with any accompanying exhibits or statements, has been examined by me and to the best of my knowledge, information, and belief sets forth a full and complete list of all taxable personal property owned by me, or in my possession, or under my control, located in this county, Colorado, on the assessment date of this year; that such property has been reasonably described and its value fairly represented; and that no attempt has been made to mislead the assessor as to its age, quality, quantity, or value." § 39-5-107(2), C.R.S.

**FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)/SOCIAL SECURITY NUMBER (SSN)** \_\_\_\_\_  
 NAME OF OWNER \_\_\_\_\_  
 PRINT NAME OF PERSON SIGNING \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_  
 SIGNATURE OF OWNER OR AGENT \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE COMPLETE, SIGN AND RETURN TO THE ASSESSOR ON OR BEFORE APRIL 15, 2005.  
 KEEP ONE COPY FOR YOUR RECORDS.**