



DENVER
THE MILE HIGH CITY

Personal Property Declaration Schedule

DUE DATE: APRIL 15, 2012

This schedule must be filed every year regardless if any additions or deletions were made!

Important Document – Please Read

Contents

DS 056S - Personal Property Declaration Schedule

- Use this form for all types of taxable personal property including taxable agribusiness equipment and leased property.
- Do not use for natural resources, oil and gas properties or renewable energy property.

Instructions for completing DS 056S

- The long form and other types of declarations (oil & gas, renewable energy, etc.) are available at denvergov.org/assessor in the forms, Business Personal Property section.

For Assessment Year Beginning January 1, 2012

Instructions continue on following pages.

This document contains four pages (two double-sided).

The Declaration form is one page and **must** be filed with the assessor.

You should have:

- Title page
- Electronic Filing Information
- One page Declaration Schedule
- One page of Instructions for completing the Personal Property Declaration

The margins of some of these pages may be outside the minimum requirements for your printer. Make sure the entire form is printed before you use it to file with the City and County of Denver.

Return completed forms to:

Denver County Assessor
Business Personal Property
201 W. Colfax Avenue
Department 406
Denver, CO 80202

OR file electronically at:

www.denvergov.org/efile

OR send a complete asset listing email attachment to:

assessor@denvergov.org



SEE REVERSE FOR ELECTRONIC FILING OPTIONS

rev1212



DENVER
THE MILE HIGH CITY

CITY AND COUNTY OF DENVER
DEPARTMENT OF FINANCE

Assessment Division
Business Personal Property
201 W. Colfax Ave. Dept. 406
Denver, CO 80202
Phone: 720-913-4067
Fax: 720-913-4103
www.denvergov.org/assessor

Important Electronic Filing Notice

The Denver Assessor's office is pleased to offer two convenient electronic filing options to Denver taxpayers:

1. Businesses may file online at www.DenverGov.org/efile. This method works well for small or medium size businesses with a moderate number of asset additions and/or deletions.
2. Businesses may send a complete asset list as an email attachment (preferably Microsoft Excel) to assessor@denvergov.org. The asset list should include the year acquired, total acquisition cost and a brief description of the item. Upon receipt of the complete list, non-assessable assets will be removed, the remaining assets classified and the list fed directly into our valuation software system.

NOTE: Taxpayers using either of the electronic filing options above are not required to submit the paper declaration. Taking advantage of electronic filing eliminates the need for the paper document. Further, **both electronic filing options will return an electronic receipt for future proof of filing.**

We encourage all businesses to file a complete asset list as an email attachment. This method, described in #2 above, provides the highest assurance of an accurate assessment. Filing a complete asset list eliminates the possibility of discarded assets remaining on the assessment and electronic processing of the list reduces the chance of clerical error.

Each year we experience a significant increase in electronic filing participation and hope to continue that trend in 2012. Please consider filing online using one of the electronic filing methods. If you have questions regarding either of the e-filing options, please call us at (720) 913-4067.

Thank you!

Denver Assessor's Office
Business Personal Property Section
Phone (720) 913-4067



DENVER COUNTY ASSESSOR-PPROP
201 W COLFAX AVE DEPT 406
DENVER CO 80202
FOR HELP CALL: 720-913-4067

2012 DENVER COUNTY
PERSONAL PROPERTY
DECLARATION SCHEDULE
(CONFIDENTIAL DATA)

Assessment Date
January 1, 2012

Due Date
April 15, 2012

RETURN TO COUNTY ASSESSOR

****FILE ONLINE AT WWW.DENVERGOV.ORG/EFILE**

B.A.CODE T.A.CODE SCHEDULE/ACCOUNT NUMBER

A. NAME AND MAILING ADDRESS (INDICATE ANY CHANGES OR CORRECTIONS)

BUSINESS NAME AND PHYSICAL LOCATION OF THE PERSONAL PROPERTY AS OF JANUARY 1, 2012

DO NOT USE – ASSESSOR ONLY

RECEIVED

COMPLETED

LATE PENALTY APPLIED YES NO

B. BUSINESS: Start-Up Date (in Denver County)

Square Footage the Business Occupies

Product or Service Provided

of Employees

C. BUSINESS STATUS: (Please check the appropriate boxes ONLY)

- NOT CURRENT BUSINESS OWNER. If you are not the current business owner, check here and provide the name and address of the new owner: _____
Date sold: _____
- 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. **The assessor may select your business for an audit whether or not you file a declaration schedule.**
- EXISTING BUSINESS/ORGANIZATION. Indicate any additions and/or deletions to your listing in 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 January 1 since the purchase date.
AS OF JANUARY 1, DID YOUR BUSINESS CEASE OPERATIONS? Yes No If yes, please complete below:
 Personal Property Sold Personal Property Stored Date Sold/Stored _____
If sold, Selling Price of Furnishings, Assets and Equipment only: \$ _____
If sold, Name and Contact information of New Owner of the Personal Property: _____
Phone Number (____) _____
- Note:** If sold to more than one new owner, please attach a listing of the new owners.
- PROPERTY CHANGED LOCATION TO _____ ON (DATE) _____

D. ITEMIZED LISTING OF PERSONAL PROPERTY:

ATTACH A COMPLETE ITEMIZED ASSET LISTING WITH EACH BUSINESS PERSONAL PROPERTY DECLARATION FILING.

- CHECK HERE IF THERE ARE NO CHANGES FROM LAST YEAR'S DECLARATION SCHEDULE INFORMATION. IF SO, GO DIRECTLY TO SECTION F. COMPLETE THE FORM, SIGN IT, AND RETURN FORM TO THE ASSESSOR. **NOTE: DO NOT CHECK THIS BOX IF THIS IS A NEW ORGANIZATION.**
- IF NO ADDITIONS, check here; otherwise, attach a detailed listing.
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. **Do not report licensed vehicles.**
- IF NO DELETIONS, check here; otherwise, attach a detailed listing of all personal property sold, traded, or discarded prior to January 1.

E. IS THERE ANY RENEWABLE ENERGY PROPERTY (e.g., solar panels, wind turbines, hydroelectric property) AT THIS LOCATION?

Yes No IF YES, THE PROPERTY IS: Owned Leased, IF OWNED, COMPLETE THE DS 058 FORM.

F. 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 Denver 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) or SOCIAL SECURITY NUMBER (SSN) _____

NAME OF OWNER _____

PRINT NAME OF PERSON SIGNING _____ PHONE NUMBER _____

E-MAIL ADDRESS _____ FAX NUMBER _____

SIGNATURE OF OWNER OR AGENT _____ DATE _____

Check here if new agent. If new agent, submit a letter of authorization when filing this form.

PLEASE COMPLETE, SIGN AND RETURN TO THE ASSESSOR ON OR BEFORE APRIL 15, 2012

MAKE A COPY FOR YOUR RECORDS

ELECTRONIC FILING OPTIONS AVAILABLE - AVOID FILING A PAPER COPY

FILE ONLINE AT WWW.DENVERGOV.ORG/EFILE OR

EMAIL ASSESSOR@DENVERGOV.ORG WITH A COMPLETE ASSET LISTING ATTACHED

INSTRUCTIONS ON REVERSE

**INSTRUCTIONS FOR COMPLETING THE PERSONAL PROPERTY
DECLARATION SCHEDULE DS 056S ON REVERSE SIDE OF THIS PAGE**

Please visit <http://denvergov.org/assessor/Forms/DeclarationSchedules/tabid/435643/Default.aspx> for access to other declaration schedules and instructions.

YOU CAN AVOID FILING A PAPER COPY OF THE DECLARATION SCHEDULE BY CHOOSING ONE OF OUR TWO ELECTRONIC FILING OPTIONS: WWW.DENVERGOV.ORG/EFILE FOR SMALLER TAXPAYERS AND TAXPAYERS WITH MINIMAL CHANGES IN PERSONAL PROPERTY OR BY SENDING A COMPLETE ASSET LISTING VIA EMAIL ATTACHMENT TO ASSESSOR@DENVERGOV.ORG

- A. **NAME AND MAILING ADDRESS:** Write any corrections to the preprinted name/address information. 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.
BUSINESS NAME AND PHYSICAL LOCATION: If not preprinted, provide the: ■ Business Name ■ 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:** Provide your business start-up date in Denver County, the square footage your business occupies, the primary product or service that you provide and number of employees.
- 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. **The assessor may select your business for an audit whether or not you file a declaration schedule.**
- D. **ITEMIZED LISTING OF PERSONAL PROPERTY:**
"Personal property" means everything that is the subject of ownership and that is not included within the term 'real property'. 'Personal property' includes machinery, equipment, and other articles related to a commercial or industrial operation that are either affixed or not affixed to the real property for proper utilization of such articles. ..." § 39-1-102(11), C.R.S. Regardless of whether property is affixed to a building, it is personal property if it is used for the purpose of a commercial or industrial operation and not for the enhancement of the real property. Do not report licensed vehicles in this section.
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
 - Leasehold Improvements
- "CONSUMABLE" PERSONAL PROPERTY EXEMPT FROM TAXATION:**
Pursuant to § 39-3-119, C.R.S., personal property classified as "consumable" as defined in ARL Volume 5, Chapter 7, is exempt from taxation and should **NOT** be listed on this declaration. "Consumable" personal property is defined as any asset having a life of one (1) year or less regardless of cost, and any asset with a life longer than one year that has a reasonable original installed cost or market value in use of \$250 or less at the time of acquisition. The \$250 limitation applies to personal property that is completely assembled and ready to perform the end user's intended purpose(s) and it includes all acquisition costs, installation costs, sales/use 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. Provide a list of **all** taxable personal property acquired by you prior to January 1, providing: ■ Item ID Number ■ Quantity ■ 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/Delivery, and Installation Charges.
 2. Provide a list of all taxable personal property sold, traded, or scrapped prior to January 1 of the current year. For all items deleted, provide: Item ID Number ■ Quantity ■ Property Description Including Model Number or Capacity ■ Year Acquired ■ Original Installed Cost to You (Current Owner).
- E. **RENEWABLE ENERGY PERSONAL PROPERTY:** Check the appropriate boxes regarding renewable energy property at this location. If the RENEWABLE PROPERTY IS OWNED BY YOU, RENEWABLE PROPERTY FORM DS 058 is required to be filed with the assessor.
- F. **DECLARATION AND SIGNATURE:** Print the personal property owner's FEIN or Social Security Number, name of owner, name of person signing, phone number, e-mail address and fax number. Then sign, date, and return this form to assessor by **April 15th**. § 39-5-107, C.R.S.

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FILE ONLINE AT WWW.DENVERGOV.ORG/EFILE or

EMAIL ASSESSOR@DENVERGOV.ORG WITH A COMPLETE ASSET LISTING ATTACHED