

Personal Property Declaration Schedule

DUE DATE: APRIL 15, 2009

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 this form 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, 2009

Instructions continue on following pages.

This document contains six pages.

The Declaration form contains two pages which must be filed with the assessor.

You should have:

- a title page
- electronic filing information
- one page of General Information
- one page of Instructions for completing the Personal Property Declaration
- two pages of the Declaration Form.

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



DENVER
THE MILE HIGH CITY

CITY AND COUNTY OF DENVER
DEPARTMENT OF REVENUE

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 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 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 2009. 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



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, 39-5-104.7, 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

In accordance with § 39-3-119.5, C.R.S., you are not required to file this declaration if the total actual value of your personal property per county is \$4,000 or less.

If you are unsure as to whether the total actual value of your personal property per county exceeds \$4,000, please contact the Denver County Assessor.

WHO FILES A DECLARATION SCHEDULE? The owner (legal titleholder) of taxable personal property, their agent, and those in possession and/or control of the taxable personal property as of January 1 must file a declaration schedule. 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 Denver County Assessor and you own taxable personal property, 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.

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 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 following: 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: Complete this section by providing your business **start-up date in Denver County**, the square footage your business occupies, the primary product or service that you provide and the 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(1), C.R.S. Regardless of whether property is affixed to a building, it is personal property if it is 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 items that are classified as "consumable" as defined in ARL Volume 5, Chapter 7, 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. MOBILE EQUIPMENT: Complete this section if there is any mobile equipment at this location. Check the box(es) if the listed mobile equipment is licensed or Z-tabbed. Attach a separate list if necessary.

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. FULLY DEPRECIATED ASSETS / EXPENSED PERSONAL PROPERTY: List all personal property assets that have been fully depreciated or expensed, but are still used. Attach a separate list if necessary.

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, Serial Number, or Capacity Check New or Used Total Cost of the Lease to You Original Installed Cost 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. RENEWABLE ENERGY PERSONAL PROPERTY: Check the appropriate boxes regarding renewable energy property at this location.

J. DECLARATION AND SIGNATURE: Provide your nine-digit Federal Employer Identification Number (FEIN). 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**. § 39-5-107, C.R.S.

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

2009 DENVER COUNTY
 PERSONAL PROPERTY
 DECLARATION SCHEDULE
 (CONFIDENTIAL DATA)
 RETURN TO COUNTY ASSESSOR

Assessment Date
 January 1, 2009

Due Date
 April 15, 2009

**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, 2009

DO NOT USE - FOR ASSESSOR ONLY

RECEIVED COMPLETED LATE FILING 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 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/organization purchase, and any other assets acquired prior to Jan. 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 _____
 Name of New Owner of the Personal Property _____ Phone Number _____
 If sold, selling price of furnishings, assets and equipment only: \$ _____
- PROPERTY CHANGED LOCATION TO _____ ON (DATE) _____

D. ITEMIZED LISTING OF PERSONAL PROPERTY: For the most accurate assessment, it is recommended that you 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 H. COMPLETE IT, SIGN IT, AND RETURN FORM TO THE ASSESSOR.
NOTE: DO NOT CHECK THIS BOX IF THIS IS A NEW BUSINESS OR ORGANIZATION.
- IF NO ADDITIONS, check here; otherwise, list all personal property acquired prior to January 1. Attach separate sheet(s) if needed. 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 in this section.**

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		
			<input type="checkbox"/> New <input type="checkbox"/> Used		

- IF NO DELETIONS, check here; otherwise, 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	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		

E. MOBILE EQUIPMENT (Not Leased, Loaned or Rented)

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

Item ID Number	Description / Model or Capacity	Licensed / Z-Tabbed	Year Acquired	Check New or Used for Each Item:	Your Installed Cost	Year in Use
		<input type="checkbox"/>		<input type="checkbox"/> New <input type="checkbox"/> Used		
		<input type="checkbox"/>		<input type="checkbox"/> New <input type="checkbox"/> Used		
		<input type="checkbox"/>		<input type="checkbox"/> New <input type="checkbox"/> Used		
		<input type="checkbox"/>		<input type="checkbox"/> New <input type="checkbox"/> Used		
		<input type="checkbox"/>		<input type="checkbox"/> New <input type="checkbox"/> Used		
		<input type="checkbox"/>		<input type="checkbox"/> New <input type="checkbox"/> Used		
		<input type="checkbox"/>		<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, 2008							
BALANCE JAN. 1, 2009							

G. FULLY DEPRECIATED ASSETS / EXPENSED ITEMS: Attach a separate sheet including the appropriate Federal Forms denoting all fully depreciated assets and expensed items. If you have none, write "None."

Description	Year Acquired	Cost	Description	Year Acquired	Cost
1.		\$	4.		\$
2.		\$	5.		\$
3.		\$	6.		\$

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

Did you have any leased, loaned, or rented machinery, equipment, furniture, signs, vending machines, etc. on January 1st?
 Yes No

If you checked yes, list the items 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. If additional room is needed, attach a complete listing of all leased personal property. If you checked no, go to Section I to complete this form.

Owner / Lessor's Name, Address, Telephone Number	Description including Model/Serial Number	New or Used	Total Cost of Lease	Original Installed Cost	Lease Number	Term (From-To)	Annual \$ Rent
H.1. Personal Property							
<input type="checkbox"/>		<input type="checkbox"/> New <input type="checkbox"/> Used	\$	\$			\$
<input type="checkbox"/>		<input type="checkbox"/> New <input type="checkbox"/> Used	\$	\$			\$
<input type="checkbox"/>		<input type="checkbox"/> New <input type="checkbox"/> Used	\$	\$			\$
<input type="checkbox"/>		<input type="checkbox"/> New <input type="checkbox"/> Used	\$	\$			\$
H.2. Mobile Equipment							
<input type="checkbox"/>		Licensed / Z-Tabbed? <input type="checkbox"/>	<input type="checkbox"/> New <input type="checkbox"/> Used	\$	\$		\$
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> New <input type="checkbox"/> Used	\$	\$		\$

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

I. 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

J. 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.

PROPERTY OWNER(S) FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) _____
 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, 2009.
KEEP A COPY FOR YOUR RECORDS.