

Ron Sandstrom, Jefferson County Assessor
100 Jefferson County Parkway
Golden, CO 80419-2500
303-271-8693 / (FX) 303-271-8613

(2017/Jefferson County)
**PERSONAL PROPERTY
DECLARATION SCHEDULE (SHORT)
(CONFIDENTIAL DATA)**
RETURN TO COUNTY ASSESSOR

Assessment Date **Due Date**
January 1, 2017 April 15, 2017

****FILE ONLINE AT <http://assessor.jeffco.us> Access Code:**

| 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, 2017 | |
| B. BUSINESS: Start-Up Date in Jefferson 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 E. COMPLETE THE FORM, SIGN IT, AND RETURN FORM TO THE ASSESSOR. **NOTE: DO NOT CHECK THIS BOX IF THIS IS A NEW ORGANIZATION.**

- 1. 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.**
- 2. IF NO DELETIONS**, check here; otherwise, **attach a detailed listing** of all personal property sold, traded, or discarded prior to January 1.
- 3. If you had any leased, loaned, or rented property** at this location on January 1, check here and **attach a detailed listing.**

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 Jefferson 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 _____ 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, 2017

MAKE A COPY FOR YOUR RECORDS

ELECTRONIC FILING OPTIONS AVAILABLE - AVOID FILING A PAPER COPY

FILE ONLINE AT <http://assessor.jeffco.us> OR

EMAIL assessor@jeffco.us WITH A COMPLETE ASSET LISTING ATTACHED

DO NOT USE - ASSESSOR ONLY

RECEIVED COMPLETED LATE PENALTY APPLIED YES NO

DS056S 10-17

INSTRUCTIONS ON REVERSE

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

YOU CAN AVOID FILING A PAPER COPY OF THE DECLARATION SCHEDULE BY CHOOSING ONE OF OUR TWO ELECTRONIC FILING OPTIONS: (COUNTY WEBSITE) FOR SMALLER TAXPAYERS AND TAXPAYERS WITH MINIMAL CHANGES IN PERSONAL PROPERTY OR BY SENDING A COMPLETE ASSET LISTING VIA EMAIL ATTACHMENT TO Ron Sandstrom

- 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 Jefferson, 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 \$350 or less at the time of acquisition. The \$350 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/delivery 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 marked 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 acquired by you 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).
 3. If you had any leased, loaned, or rented personal property (machinery, equipment, furniture, signs, vending machines, etc., at this location on January 1, check the box and attach a detailed listing including the property owner/lessor's name, address, and telephone number. All personal property leased, loaned, or rented to you must be listed. 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. Please note if any of the leased equipment listed is capitalized on your books and records.
- 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 owner's FEIN or Social Security Number (SSN). Print 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.

Questions... call: 303-271-8693

FORM ON REVERSE