



OFFICE OF COUNTY ASSESSOR

100 JEFFERSON COUNTY PARKWAY
GOLDEN, CO 80419-2500

JIM EVERSON

Assessor

Dear Business Personal Property Owner:

Enclosed you will find the 2010 Business Personal Property declaration schedule. As you know, in 2009 the Jefferson County Assessor's Office changed the way business personal property is described. We are now using the new standardized categories and sub-categories you provided with your 2009 declaration schedule. This information is available on our Internet site.

This year, we are providing you the capability to report your business personal property inventory on line through the Assessors office website at <http://assessor.jeffco.us>. You may not use this method of reporting if you did not submit a declaration in 2009 you must submit a declaration schedule by mail or e-mail. A spreadsheet of inventory items and information is available on our website for business personal property reporting.

A PIN number assigned to your Business Personal Property for internet filing is on the enclosed schedule. This year your business personal property items are listed using the new categories and subcategories you provided. Enclosed with the schedule form are additional sheets with your Personal Property Categories and Subcategories for your business type along with the current inventory reported in 2009.

The ability to file business personal property declaration schedules with us online through the internet will be available Mid January 2010 through April 15, 2010 midnight. To file you must have your six digit schedule number and PIN number from your declaration schedule. Go to the Assessor Website at <http://assessor.jeffco.us>. Click on the link Business Personal Property Reporting to login and follow instructions to file your inventory items. If you lose or do not have a PIN number please call our Personal Property Department at (303) 271-8693 and one will be mailed to you.

To assist business owners in this process, we are offering Business Personal Property informational meetings to explain the internet online reporting process and provide the opportunity for questions and answers. Instructions and information will be available on the Assessor's Website.

Please call our Personal Property Department at (303) 271-8693 if you have specific questions.

We appreciate your cooperation working with us to file your business personal property with our new online reporting system.

Very truly yours,

Jim Everson
Jefferson County Assessor

<http://assessor.jeffco.us>