



State of New Mexico
County of Mora

P.O. BOX 609
MORA, NEW MEXICO 87732
PHONE: (575) 387-5289
Fax: (575) 387-9040

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Chief Deputy Assessor
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Deputy Assessor Clerk/Appraiser

January 1, 2024

BUSINESS OWNER/RANCHER:

The purpose of this letter is to inform you that the Mora County Assessor's Office is in receipt of a list of all Business owners that have applied for a Business License here in Mora County. In effort to update and maintain current and correct information as stated by law, we are requesting that you complete and submit the enclosed Business Personal Property rendition form (this includes all farm/ranch equipment), no later than the last day of February 2024. Please submit the enclosed rendering form to the County Assessor's Office, in the county in which the personal property was located on as of January 1, 2024.

*******Failure to submit Personal Property Rendering form by February 28, 2024, will result in a forced assessment by your County Assessor*******

The following Tangible property owned by a person is subject to valuation and taxation: property that is used, produced, manufactured, held for sale leased or maintained by a person for purposes of the person's profession, business or occupation, and for which the owner has claimed a deduction for depreciation for federal income tax for tax purposes during any federal income taxable year occurring whole or in part during the twelve months immediately preceding day of the property tax year. The value, for property taxation purposes, of nearly all personal property subject to taxation in New Mexico shall be arrived at as prescribed by PTD Statue 7-36-33 NMSA 1978, this statute mandates that certain tangible personal property owned by a person is subject to valuation and taxation under the Property Tax Code (Articles 35 to 38 of Chapter 7 NMSA 1978) per NMSA 7-36-8 Subsection B. Attention should be given to the requirement of straight-line depreciation as mandated by law and to the useful life of the property. (Please use enclosed Depreciation Tables).

If you have any questions, please feel free to contact the Mora County Assessor's office at (575)387-5289. Completed packets may be submitted via mail, fax 575-387-9040 or by email to rtrujillo@countyofmora.com or scasados@countyofmora.com no later than February 28, 2024.

Respectfully,

Rosalee J. Trujillo
Mora County Assessor

MORA COUNTY – OFFICE OF THE ASSESSOR
2024 PERSONAL PROPERTY BUSINESS EQUIPMENT REPORT
7-36-8 NMSA (1993 AMENDED)

January 1, 2024

Dear Business Property Owner:

Business personal property (equipment) that is located in Mora County on January 1st of each year is subject to valuation for property taxation purposes unless it is specifically exempt by statute. The enclosed Personal Property Business Equipment Report must be completed each year and returned to the Mora County Assessor's Office.

**PLEASE COMPLETE AND RETURN THE ENCLOSED REPORT NO LATER THAN
FEBRUARY 28, 2024 4:30 PM MST
A BUSINESS EQUIPMENT REPORT MUST BE FILED EACH YEAR WITH
THE ASSESSOR'S OFFICE, EVEN IF THERE ARE NO ASSETS TO REPORT.**

A business that fails to report is liable for a civil penalty equal to five percent of the property taxes due on the property for the tax year or years for which the business failed to make the required report; and the business risks audit. (7-38-8 NMSA)

The business property to report to the Assessor are those assets on which a federal depreciation deduction was taken and/or a Section-179 expense or a bonus expense was taken and reported to the IRS for the previous tax year (7-36-8 NMSA - 1993 Amended); excluding inventory held for resale, licensed vehicles, leasehold improvements, and supplies.

A copy of the **Federal depreciation schedule must be attached** and returned with the **2024** Personal Property Business Equipment Report.

If the business has ceased in Mora County, indicate the pertinent information on the report. If the State ID is canceled, if possible, include a copy of the **NM State Taxation and Revenue Cancellation of State ID**.

The business personal property reported to the Mora County Assessor consists of movable items not permanently affixed to or part of the real estate. It includes but is not limited to equipment used to conduct business such as computers, copiers, printers, phone systems, manufacturing, construction and commercial machinery, fixtures, and office furniture.

The tax liability of leased or rented equipment, furniture, fixtures, computers, and other business property is vested in the lessor. It is important, however, that the lessee-business report to the Assessor the type of equipment leased or rented and from what lessor-business. Property leased or rented to governmental entities and installed at the site of the governmental entity is subject to taxation.

If you have any questions or need more information, please call the Mora County Assessors Office at 575-387-5289.

Rosalee J. Trujillo
Mora County Assessor

INSTRUCTIONS
For assistance call 575-387-5289

January 1 is the Assessment Date of Business Personal Property (business equipment). Respond to all items; show N/A on the items that do not apply. A separate report must be completed for each location of a business. If two businesses are at one location, a separate report must be completed for each business. If duplicate forms for the same business are received, please return both copies to the Assessor's Office so the duplicate account number may be deactivated.

1. **NAME OF OWNER:** Give the name of ownership be it the name of a sole proprietor, a partnership, or a corporation (i.e. Joe Smith, Joe Smith Ltd. Partnership, Joe Smith Inc.). The name of ownership might be the same as the D.B.A.
2. **D.B.A. (Doing Business As):** The name of your business. The D.B.A. might be the same as the name of ownership.
3. **(C/O):** The name of the tax consultant, CPA, accountant, individual or firm that should receive this document other than owner.
4. **CONTACT PERSON:** The individual to speak with regarding information on this document.
5. **LOCATION ADDRESS:** This is the physical address of the business or business equipment. If the business is conducted from the home, give the home address. If the business is conducted from a mobile vehicle state so.
6. **MAILING ADDRESS:** This is the address all tax related documents are to be mailed to: if different from owner attach signed authorization.
7. **CHECK BOX:** If the primary activity of this business is to Lease or Rent equipment to others, the lessor.
8. **NEW MEXICO STATE ID/CRS #:** This number is issued by the NM State Taxation & Revenue Department. **(11 Digits)**
9. **9/10. CITY FACILITY ID # or COUNTY BUSINESS REGISTRATION #:** This number is issued by the city or county dependent upon the location of the business. Give both City and County numbers, if applicable.
10. **DATE BUSINESS STARTED ACTIVITY** in Mora County under the current ownership. If the bus. was incorporated recently provide the date.
11. **HOW MANY LOCATIONS DOES THIS BUSINESS HAVE IN MORA COUNTY?** List total number of locations in Mora County.
12. **PHONE NUMBER, CELL NUMBER, FAX NUMBER & E-MAIL ADDRESS** for the **OWNER.**
13. **TYPE OF BUSINESS:** Give a description of what the business does (Restaurant, Physician, Beauty Salon, Construction, Retail Store, etc.).
14. **NAME AND MAILING ADDRESS OF THE OWNER:** Do not give the name or address of the agent.
15. **CENTRALLY ASSESSED ACCOUNTS:** Assets reported to the State of New Mexico Taxation & Revenue Department State Assessed Property Bureau are **NOT** to be reported to the Mora County Assessor.
16. **For Federal Tax reporting,** are the books maintained on a Calendar year (Jan-Dec) or are they maintained on a fiscal year (i.e., 2-1 to 1-31).
17. **Check the tax year that is to be used for this report 2023 or 2024:** Check YES, if a federal depreciation deduction was claimed and/or expensed under Sec 179 for assets on that tax year and complete the #23 calculation page. Check NO, if no federal depreciation was taken for that tax year. Supporting tax documentation must be submitted with all reports for the tax year checked YES or NO (Federal Depreciation Schedule/4562 with tax asset detail for the year checked/Schedule C pages 1 & 2 can be submitted, if no depreciation was taken.)
18. **NAME OF FIRM & INDIVIDUAL PREPARING THIS REPORT IF OTHER THAN THE OWNER:** **REPORT MUST BE SIGNED & DATED.**
19. **DATE BUSINESS CEASED ACTIVITY IN MORA COUNTY:** This is the date the business ceased to do business in Mora County under current ownership. If this business has moved from this location, show the new address on line #5 and complete this document. If, there is no equipment or it was sold or disposed of prior to January 1, the business must complete this document. To remove the business from the Mora County Assessor's records, it is necessary to complete items 1 thru 20, and 21 or 22 if applicable. Report must be signed & dated.
20. **DATE BUSINESS SOLD, NAME, PHONE & MAILING ADDRESS OF BUYER:** A NEW UPC # will be assigned to the NEW buyer. If in business as of Jan 1st, owner is responsible for entire year. Report must be signed & dated.
21. **CALCULATION PAGE MUST BE COMPLETED:** Use the **2023** Federal Depreciation Schedule Detail.
 - A) Eliminate licensed motor vehicles, equipment disposed of prior to January 1, or equipment fully depreciated prior to the federal tax year being reported.
 - B) Identify the assets depreciated and/or expensed under Section-179 or a bonus depreciation was taken for the Federal Tax year being reported.
 - C) Determine the straight-line Class Life using tables provided.
 - D) Apply the percent good from the Tables provided and calculate the depreciated cost. Attach a copy of the Federal Depreciation Schedule Detail and 4562 as supporting documentation. If business has not federally depreciated any assets for the tax year indicated include a copy of Federal Schedule C pages 1 & 2.
22. **LEASED EQUIPMENT:** On a separate sheet, describe the type of equipment that this business leases (lessee), and the name of the business from which the equipment is leased (lessor). The lessee is to report leased equipment if, title of the leased equipment is passed to the lessee and the lessee is claiming a federal depreciation or expense deduction on the equipment.
23. **EXEMPT STATUS**
24. To declare an exemption, which is not currently applied to this assessment record, an application for exemption must be requested through the Assessor's Office. Application must be made by the **LAST DAY OF FEBRUARY OF THE TAX YEAR** for which the exemption is to be applied. The Assessor's exempt status is solely on taxation. Claiming or receiving tax exempt status **DOES NOT** relieve the business or nonprofit organization of the responsibility to complete and return a business equipment report each year to the Assessor's Office. Head-of-Household exemptions are NOT applied to business equipment.
 - A) **CHURCH:** To qualify for this exemption, the substantial and primary use of the property must be for religious purposes.
 - B) **CHARITABLE/EDUCATIONAL:** To qualify for these exemptions, the substantial and primary use of the property must be for charitable/educational purposes.

THE UPC# MUST BE ON ALL REPORTS SUBMITTED TO AVOID DOUBLE ASSESSMENTS--NEW BUSINESS WRITE "NEW" IN THE UPC BOX.

Assessment date is January 1 (7-38-8 NMSA). Business Equipment Reports must be returned to the Assessor no later than the last day of February to avoid penalty. Assessors have no authority to grant an extension nor relieve penalties. The information submitted is confidential.

2024 MORA COUNTY PERSONAL PROPERTY BUSINESS EQUIPMENT REPORT

**THIS REPORT MUST BE COMPLETED & RETURNED TO
OFFICE OF THE ASSESSOR - PERSONAL PROPERTY DIVISION
PO BOX 609 MORA, NM 87732
575-387-5289 FAX# 575-387-9040 WEB**

UPC #/ ACCT# _____
6 Digits

1. _____
Name of Owner: Sole Proprietor, Partnership, or Corporation Name
2. _____
DBA: doing business as
3. (C/O) _____
In care of individual or firm other than owner
4. _____
Contact Person
5. _____
Location Address in this county Moved from Location preprinted above
6. _____
Mailing Address Agent address
7. CHECK BOX IF primary activity of this business is to LEASE or RENT equipment to others:
8. NM STATE ID#/CRS#: _____
11 Digits
9. CITY FACILITY ID#: FA00 _____
5 Digits
10. COUNTY BUSINESS REGIS#: _____
(If this location of business is outside the city limits)
11. DATE BUSINESS STARTED _____
(Under current ownership in this County)
12. HOW MANY LOCATIONS DOES THIS BUSINESS HAVE IN THIS COUNTY? _____
13. BUSINESS LOCATION WITHIN THIS COUNTY _____

14. PHONE #: _____ CELL# _____ FAX #: _____ E-MAIL ADDRESS: _____

15. TYPE OF BUSINESS: _____

16. NAME & ADDRESS OF OWNER: _____
(do not give agent name or address)

17. IF THIS BUSINESS REPORTS EQUIPMENT TO THE NM STATE PROPERTY TAX DEPARTMENT-CENTRAL ASSESSMENT BUREAU? DO NOT COMPLETE THIS FORM, PLEASE CALL OUR OFFICE WITH YOUR CAB NUMBER IF YOU NEED ASSISTANCE.

18. WHAT IS THE FEDERAL ACCOUNTING YEAR USED FOR THIS BUSINESS?
(Check One) CALENDAR YEAR: JAN 1 TO DEC 31 FISCAL YEAR: ___/___/___ TO ___/___/___

19. DID THIS BUSINESS CLAIM A FEDERAL DEPRECIATION DEDUCTION OR AN EXPENSE UNDER SEC-179 ON EQUIPMENT LOCATED IN THIS COUNTY FOR THE FEDERAL TAX YEAR: (Check the tax year used for this report)
2023 ___ YES ___ NO --OR: 2024 ___ YES ___ NO
Attach the Federal Depreciation Detail for the year you checked. If you answered YES for either year, complete #23.

PREPARER IF OTHER THAN OWNER

Name _____ Name of Firm _____ Phone# _____

SIGNATURE: _____ DATE: ___/___/___

21. Date this BUSINESS CEASED under current ownership within the County ___/___/___ . Complete this item if only this branch/location closed. Phone #: _____

22. Date BUSINESS SOLD: ___/___/___ Buyer's Name & DBA: _____
Phone #: _____ Buyer's Address: _____

Business will continue in this county

FOR OFFICE USE ONLY

Tax Dist	Ext DT	ID/CRS	Calc pg Acptd Recalc	File Date
Fed ID	Recd DT	City #	Appr Calc Y N	Translog
Incorp DT	Tax Docs Y N	Cnty #	Activity Code	Entered
Start DT	Reason Code A N D	CAB#	Late Penalty Y N	Translog
FY	Appr Init	Fed Dep 19 Y N / 20 Y N	TXP	Repunch
Category	DT Revd	Fd Dp 19 20/4562/Lis/BK 19 20	OVR	Translog

23. CALCULATION PAGE **MUST BE COMPLETED** Using 2023 Federal Depreciation Schedule to calculate the depreciated cost (7-36-8 NMSA 1993 AMENDED). This Depreciation Schedule shows the description, acquisition cost, acquisition year, Section-179 taken. If no depreciation was taken supporting tax documentation must be submitted showing no federal depreciation was taken.

Step 1. DRAW A LINE THROUGH, ELIMINATE, EACH ITEM ON THE FEDERAL DEPRECIATION SCHEDULE THAT

- has a license plate (licensed motor vehicle)
- the business disposed of prior to January 1, 2024

Step 2. VERIFY THAT THE REMAINING TANGIBLE ASSETS HAVE A DEPRECIATION DEDUCTION TAKEN -OR- HAVE BEEN EXPENSED UNDER SECTION-179 (IN WHOLE OR IN PART) FOR THE FEDERAL TAX YEAR USED FOR THIS REPORT.

Step 3. DETERMINE THE STRAIGHT-LINE "CLASS LIFE" FOR EACH OF THE DEPRECIATING ASSETS, SEE ATTACHED SCHEDULES. **DO NOT USE THE MACRS OR ACRS "RECOVERY PERIODS"**.

Step 4. LIST THE STRAIGHT-LINE CLASS LIFE*, YEAR OF ACQUISITION, COST, PERCENT GOOD**, THEN CALCULATE THE DEPRECIATED COST(S). LIST THE ASSETS INDIVIDUALLY; OR GROUP THE ASSETS BY CLASS LIFE THEN SORT BY THE YEAR OF ACQUISITION.

* "Class Life" (in years) as defined in IRS Publication 946--HOW TO DEPRECIATE PROPERTY. See "Table of Class Lives and Recovery Periods". (Do Not Use GDS (MACRS) or ADS)

** See the attached Tables #1 and #2 for the Percent Good Factor.

- LEASED EQUIPMENT IS TO BE REPORTED BY THE LESSOR UNLESS TITLE IS PASSED TO THE LESSEE, IN WHICH CASE THE LESSEE IS ALLOWED TO CLAIM THE FEDERAL DEPRECIATION DEDUCTION ON THE EQUIPMENT. THEREFORE, THE EQUIPMENT IS TO BE REPORTED BY THE LESSEE.
- DO NOT INCLUDE LEASEHOLD IMPROVEMENTS. THESE NEED A DESCRIPTION OF THE IMPROVEMENT.
- SUPPORTING FEDERAL TAX DOCUMENTS ARE REQUIRED WITH ALL REPORTS.

STRAIGHT-LINE CLASS LIFE* (in years)	YEAR OF ACQUISITION	ALWAYS USE COST OF EQUIPMENT FROM FEDERAL DEPR SCHED	%GOOD** (TABLE1 OR 2)	DEPRECIATED COST
_____	_____	_____	X _____ =	_____
_____	_____	_____	X _____ =	_____
_____	_____	_____	X _____ =	_____
_____	_____	_____	X _____ =	_____
_____	_____	_____	X _____ =	_____
_____	_____	_____	X _____ =	_____
_____	_____	_____	X _____ =	_____
_____	_____	_____	X _____ =	_____
TOTAL DEPRECIATED COST				= _____

24. LEASED EQUIPMENT: ON A SEPARATE SHEET LIST TYPE OF EQUIPMENT AND THE LESSOR.

25. COMMENTS: _____
 Assets reported on this UPC (location) may actually be at other locations, please give us the UPC numbers.

For Information Only: <table style="margin-left: 20px; border: none;"> <tr> <td>COST OF EQUIPMENT X % GOOD</td> <td>=</td> <td>DEPRECIATED COST</td> </tr> <tr> <td>DEPRECIATED COST X .3333</td> <td>=</td> <td>TAXABLE VALUE</td> </tr> <tr> <td>TAXABLE VALUE X MILL RATE</td> <td>=</td> <td>TAX BILL DOLLAR AMOUNT</td> </tr> </table>	COST OF EQUIPMENT X % GOOD	=	DEPRECIATED COST	DEPRECIATED COST X .3333	=	TAXABLE VALUE	TAXABLE VALUE X MILL RATE	=	TAX BILL DOLLAR AMOUNT
COST OF EQUIPMENT X % GOOD	=	DEPRECIATED COST							
DEPRECIATED COST X .3333	=	TAXABLE VALUE							
TAXABLE VALUE X MILL RATE	=	TAX BILL DOLLAR AMOUNT							

EXHIBIT I

DEPRECIATION SCHEDULES
Tax Year 2024

Schedule 1		Schedule 2		Schedule 3	
3 yr life		6 yr life		10 yr life	
Short-term rentals; video games; standard software		Computers & peripheral equipment; copiers; cell phones; drones; TVs; LED billboards; drilling & well service; assets used in construction		Office furniture, fixtures & communications equipment; vending machines; portable buildings; signage (non-billboard); ag m&e; entertainment services assets i.e. bowling alleys, concert halls, mini golf course	
2023	85%	2023	93%	2023	96%
2022	56%	2022	78%	2022	87%
2021	27%	2021	64%	2021	78%
2020	13%	2020	49%	2020	69%
		2019	34%	2019	61%
		2018	20%	2018	52%
		2017	13%	2017	43%
				2016	34%
				2015	26%
				2014	17%
				2013	13%

Schedule 4		Schedule 5		Schedule 6		Schedule 7	
14 yr life		20 yr life		25 yr life		45 yr life	
Manufacturing equipment of chemical, rubber, metal, stone, glass, steel mills		Wooden billboards; cement production assets (does not include manufacture of concrete)		Gas & purification plants; pipelines; oil field compressors; storage & holding tanks		Steel billboards; bank vaults	
2023	97%	2023	98%	2023	98%	2023	99%
2022	91%	2022	93%	2022	95%	2022	97%
2021	84%	2021	89%	2021	91%	2021	95%
2020	78%	2020	85%	2020	88%	2020	93%
2019	72%	2019	80%	2019	84%	2019	91%
2018	66%	2018	76%	2018	81%	2018	89%
2017	59%	2017	72%	2017	77%	2017	87%
2016	53%	2016	67%	2016	74%	2016	86%
2015	47%	2015	63%	2015	70%	2015	84%
2014	41%	2014	58%	2014	67%	2014	82%
2013	34%	2013	54%	2013	63%	2013	80%
2012	28%	2012	50%	2012	60%	2012	78%
2011	22%	2011	45%	2011	56%	2011	76%
2010	16%	2010	41%	2010	53%	2010	74%
2009	13%	2009	37%	2009	49%	2009	72%
		2008	32%	2008	46%	2008	70%
		2007	28%	2007	42%	2007	68%
		2006	23%	2006	39%	2006	66%
		2005	19%	2005	35%	2005	64%
		2004	15%	2004	32%	2004	62%
		2003	13%	2003	28%	2003	60%
				2002	25%	2002	58%
				2001	21%	2001	56%
				2000	18%	2000	54%
				1999	14%	1999	53%
				1998	13%	1998	51%
						1997	49%
						1996	47%
						1995	45%
						1994	43%
						1993	41%
						1992	39%
						1991	37%
						1990	35%
						1989	33%
						1988	31%
						1987	29%
						1986	27%
						1985	25%
						1984	23%
						1983	21%
						1982	20%
						1981	18%
						1980	16%
						1979	14%
						1978	13%