

El Paso County Assessor  
Attn: Steve Schleiker  
1675 W. Garden of the Gods Rd., Ste. 2300  
Colorado Springs, CO 80907  
(719) 520-6610  
(719) 520-6665 Fax  
[assessor.elpasoco.com](http://assessor.elpasoco.com)



**DUE DATE: APRIL 15, 2020**

<b>FOR ASSESSOR USE ONLY: RECEIVED DATE:</b>

**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**  
(Use 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, 2020**

## 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: § 39-3-102, 39-3-118.5, 39-3-119.5, 39-5-104.5, 39-5-104.7, 39-5-107, 39-5-108, 39-5-108.5, 39-5-110, 39-5-113 through 117, 39-5-120, and 39-21-113(7), C.R.S.

**WHO FILES A DECLARATION SCHEDULE?** The owner (legal titleholder) of taxable personal property as of January 1 must file a declaration schedule if the total actual value (market value) of all the personal property to be listed on this schedule is greater than \$7,700 per county. 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 County Assessor and the total actual value (market value) of all your personal property per county is greater than \$7,700, 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. **If you are a first time filer or are unsure as to whether the total actual value of your personal property per county exceeds \$7,700, please contact the County Assessor.**

**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 shall determine a valuation based upon the BEST INFORMATION AVAILABLE and shall 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 ADDRESS:** Write any corrections to the preprinted name/address information under Change of Name or Address. 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: ■ 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, the square footage your business occupies and the primary product or service that you provide.
- 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. If you are a first time filer or are unsure as to whether the total actual value of your personal property per county exceeds \$7,700, please contact the County Assessor. **The Assessor may select your business for an audit regardless of whether 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.
- 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 its acquisition costs, includes all 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. 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. **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 and Serial Number ■ Total Cost of the Lease to You ■ Lease Number ■ Lease Term (From-To) ■ Total Amount of Annual Rent. If any purchase or maintenance options are included in the lease, check this box and provide details of these options on a separate sheet.
- G. **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 DS058 is required to be filed with the Assessor.
- H. **DECLARATION AND SIGNATURE:** Print name of owner, name of person signing, phone number, and e-mail address. Then sign, date, and return this form to the Assessor by **April 15** § 39-5-107 C.R.S. Print the personal property owner's Federal Employer Identification Number (FEIN) or Social Security Number SSN).

**RETURN TO COUNTY ASSESSOR:**

El Paso County Assessor  
Attn: Steve Schleiker  
1675 W. Garden of the Gods Rd., Ste. 2300  
Colorado Springs, CO 80907  
(719) 520-6610  
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Assessor.elpasoco.com



**STATE OF COLORADO  
PERSONAL PROPERTY  
DECLARATION  
SCHEDULE  
(CONFIDENTIAL DATA)**

<b>FOR ASSESSOR USE ONLY RECEIVED DATE:</b>

**YOU CAN NOW SUBMIT THIS FORM ELECTRONICALLY. PLEASE EMAIL THIS TO  
ASRDECSCHEDULES@ELPASOCO.COM**

<b>B.A CODE:</b>	<b>APPRAISER AREA</b>	<b>T.A CODE:</b>	<b>SCHEDULE NUMBER:</b>	<b>BUSINESS PHONE:</b>	
				<b>EMAIL:</b>	
<b>A.</b>	<b>NAME AND ADDRESS:</b> (INDICATE ANY CHANGES OR CORRECTIONS)			<b>FEIN/SSN:</b>	
<b>PHYSICAL LOCATION OF THE BUSINESS</b> (INDICATE ANY CHANGES):				<b>B. BUSINESS:</b>	
Date of Location Change: _____					
				<b>TYPE OF BUSINESS OR SERVICE:</b>	
				<b>BUSINESS START-UP DATE:</b>	

**DUE DATE: APRIL 15, 2020**

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.

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

- EXISTING BUSINESS:** Indicate any additions and/or deletions to your listing in Section (D).
- FIRST TIME FILER/NEW BUSINESS:** Use Section (D) and attach separate sheet(s) if needed. You must give a complete itemized listing of all furniture, fixtures, and equipment.
- NEW OWNER OF PREVIOUSLY EXISTING BUSINESS:** You must give a complete itemized listing of all furniture, fixtures, and equipment acquired in this business purchase. In addition, include all other items in service as of January 1st.
- NOT CURRENT BUSINESS OWNER:** Please Provide New Owner Information.

<b>NAME:</b>			
<b>ADDRESS:</b>			
<b>PHONE:</b>		<b>DATE SOLD:</b>	
<b>AS OF JAN 1ST WERE YOU OUT OF BUSINESS?</b>		<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
If furniture, fixtures, and equipment were sold – Sales Price:			
<b>Buyer Information:</b>			
<b>Phone:</b>			

**THE ASSESSOR MAY SELECT YOUR BUSINESS FOR AN AUDIT/REVIEW.**

**D. ITEMIZED LISTING OF PERSONAL PROPERTY:** For the most accurate assessment, it is recommended that you attach a complete itemized listing with each Business Personal Property Declaration filing.

**EACH ADDITIONAL PAGE MUST CONTAIN THE SCHEDULE NUMBER**

Check here if no additions.

ADDITIONS: ITEM DESCRIPTIONS	YEAR ACQUIRED:	ORIGINAL INSTALLED COST:	NEW:	USED:	MO/YR PLACED IN SERVICE:
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Check here if no deletions.

DELETIONS: ITEM DESCRIPTIONS	YEAR ACQUIRED:	ORIGINAL INSTALLED COST:	NEW:	USED:	MO/YR PLACED IN SERVICE:
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

**E. MOBILE EQUIPMENT:**

ITEM DESCRIPTION:	LICENSED Z/TAB:	YEAR ACQUIRED:	ORIGINAL INSTALLED COST:	NEW:	USED:	MO/YR PLACED IN SVC?
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	

**F. LEASED, LOANED, OR RENTED PROPERTY:** (Declare Property Owned by Others)

Did you have any leased, loaned, or rented machinery, equipment, furniture, signs, vending machines, etc. at this location on January 1st? If yes, please fill in information below:  Yes  No

OWNER/LESSOR'S NAME, ADDRESS, TELE #:	ITEM DESCRIPTION:	NEW/USED:	TOTAL \$ OF LEASE:	ORIGINAL \$ INSTALL:	LEASE #	TERM FROM/TO:	ANNUAL RENT:
		<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					

**G. RENEWABLE ENERGY PERSONAL PROPERTY:** 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

**H. 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 El Paso 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.

NAME OF OWNER:	EMAIL:
PRINT NAME OF PERSON SIGNING:	PHONE #:
SIGNATURE OF OWNER/AGENT:	DATE:

**\*PLEASE COMPLETE, SIGN AND RETURN TO THE ASSESSOR ON OR BEFORE APRIL 15, 2020  
\*PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS**