



# Instructions for Filling Business Personal Property Taxes Larimer County

*Business Personal Property Tax Reports are due April 15 of each year.*

## **Requirements:**

- *The Larimer County Assessor is required to value all business personal property that is used for the production of income or in the operation of a business.*
- *All business personal property is taxable in Colorado unless specifically exempted.*
- *The owner of a business must file a declaration schedule if the total actual value of all personal property is greater than \$5,500.*
  - *Note: If you are a new business or have never reported before and the value of your personal property is less than \$5,500 you still have to report. The county will set up your business as inactive.*

## **Instructions:**

- **Existing Businesses:** *If you are an existing business, you should have received a notice in the mail with your Schedule Number. You can complete this form and return it or file on line at the following link: [http://www.larimer.org/assessor/personal\\_property/detail\\_entry.cfm](http://www.larimer.org/assessor/personal_property/detail_entry.cfm).*
- **New Businesses:** *Complete the Personal Property Declaration Schedule and either mail it to the address on the form or e-mail it to [personalproperty@larimer.org](mailto:personalproperty@larimer.org). The form can be found at [http://www.larimer.org/assessor/personal\\_property\\_declaration.pdf](http://www.larimer.org/assessor/personal_property_declaration.pdf).*
  - *In your first year, declare all personal property so the county has a clear picture of your personal property. The county will tax any item that was purchased for \$350 or more. If an item is less than \$350 and is part of a total system that is valued at more than \$350 you must report it. For example, your keyboard is probably less than \$350, but it is part of your computer system and must be reported.*
  - *Submit the date and original purchase price of each item. The county will then determine the current market value based on their tables.*

## **Additional Information:**

- *For detailed information, visit [http://www.larimer.org/assessor/personal\\_property/](http://www.larimer.org/assessor/personal_property/) or call the Larimer County Assessor's Office at 970-498-7057.*

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