



Instructions for Filing Business Personal Property Taxes Larimer County

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.
- **New Businesses:** Complete the Personal Property Declaration Schedule and either mail it to the address on the form or email it to personalproperty@larimer.org. The form can be found at 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/ or call the Larimer County Assessor's Office at 970-498-7057.