



Gus Matinez
Santa Fe County Assessor

Office of the Santa Fe County Assessor

ALL BPP MUST BE SUBMITTED ON THE CRM PORTAL AT:
www.santafecountynm.gov/assessor/forms_and_exemptions/crm_portal
NO EXCEPTIONS

Keycode #:

Dear Business Owner, Enclosed are Business Personal Property declaration forms for the 2023 tax year.

All personal property (e.g. furniture, fixtures, computers, & equipment) owned and used by your business entity is subject to valuation for property taxation purposes pursuant to the New Mexico Property Tax Code Section 7-36-33 NMSA 1978 and regulation NMAC 3.5.6.40.

IMPORTANT CHANGE: In an effort to be efficient, we are no longer accepting hard copy submissions. All submissions must be sent through our online CRM Portal. Please follow the step-by-step instructions provided. In addition, you can visit our website for information, instructions, and live chat support at: www.santafecountynm.gov/assessor. If hard copies are submitted, they will not be processed, and they will be returned via mail. All submissions received after February 28, 2023 will incur penalty and interest charges.

Personal property reportable to the Assessor is defined by Section 7-36-8B(7) to be tangible property:

- (a) that is used, produced, manufactured, held for sale, leased or maintained by a person for purposes of the persons profession, business, or occupation; and
- (b) for which the owner has claimed a deduction for depreciation for federal income tax purposes during any federal income taxable year occurring in whole or in part during the twelve months immediately preceding the first day of the property tax year.

Excluded from this definition are inventory held for resale, licensed vehicles, leasehold improvements, and supplies.

Every business owner must complete a personal property declaration each year. The annual declaration must include additions and deletions of reportable personal property. Even if the business entity has not made any changes reportable for federal income tax purposes, an annual declaration must be submitted to the Assessor. If a business has closed, it must report the cancellation of its personal property tax account to the Assessor.

Declarations are to be submitted on the Office of the Santa Fe County Assessor's CRM Portal by the last day of February 2023. Declarations that are not timely are subject to a statutory penalty.

In order for the annual declaration of personal property to be deemed complete and timely, please adhere to the following:

1. The entire declaration must be completed, including boxes 2&3 if applicable. This information **MUST** be completed, and submitted via the CRM Portal (https://www.santafecountynm.gov/assessor/forms_and_exemptions/crm_portal).
2. The asset listings must be reported on the CRM Portal, using the itemized rendition report as provided by the Assessor's Office as a guide. Spreadsheets or alternative formats are will not be accepted. Any deviation may result in errors and processing delays.

If you have any questions or require more information, please contact our **Business Personal Property Department** at (505) 995-2777, (505) 986-6396 or (505) 986-6300 or email the department at assessor.bpp@santafecountynm.gov.

Thank you,



Gus Martinez

Santa Fe County Assessor



**FOLLOW THE QR CODE TO THE CRM PORTAL, ALL BPP
MUST BE SUBMITTED ONLINE:**

www.santafecountynm.gov/assessor/forms_and_exemptions/crm_portal



GUS MARTINEZ
NMCA ASSESSOR

Business Personal Property CRM Portal Instructions

1. Follow the link below (or you can scan the QR Code on the next page) for the CRM Portal on our website:
https://www.santafecountynm.gov/assessor/forms_and_exemptions/crm_portal
 - a. Or visit our website, and under the “Forms” Tab, click on “CRM Portal”
2. Create Your Account:
 - a. Create your account by clicking on “Continue to CRM Portal”
3. Once you click on “Continue to CRM Portal”, you will be directed to the “Login” screen
 - If you have your login information, fill out the email & password field and click on “Login”
 - If you do not have an account, you can click on “Create a New Account”, then fill out each required field with an asterisk (*)
 - Once you complete every field, click on “Submit”
4. Once you click on “Submit”, you will be directed to another screen. Click on “View/Add Accounts”
5. Then click on “Add Property”
 - a. When you click on “Add Property”, you will see a list that shows your “Current Parcels as Owner”
 - b. Under the “BPP Declaration” column, Click on the word “NO”
 - c. You will also be asked to enter a Key Code (located on the top right of your BPP Declaration Letter)
 - i. Sample: *Keycode: 058DB1A747BC*
 - d. Click on “Confirm” and “Add as Owner”
6. You will be directed to the next screen to verify that the Parcel Number, Owner Name & Property Address is correct. Then click on “Start Business Personal Property Form”
7. You will be directed to the “Business Personal Property Declaration”
 - a. Business Information (complete each field noted with an asterisk (*))

Continue on back >

100 CATRON ST. • P.O. BOX 126 • SANTA FE, NM 87504-0126
MAIN: (505) 986-6300 • FAX: (505) 986-6316
assessor@santafecountynm.gov



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- b. Transfer of Ownership or Business Closing (only place a checkmark if your business has recently changed ownership or closed)
 - c. Active Business No Longer Depreciating Assets (only place a checkmark if your current business is no longer depreciating assets)
 - d. Click on "Save & Continue to Itemized Report"
8. You will be directed to the "Itemized Rendition Report"
 - a. Fill out the Itemized Rendition Report with the information needed.
9. Once completed, you can click on:
 - a. "Save Changes"
 - b. "Save & Return to BPP Declaration"
 - c. "Submit Form"
10. When you click on "Submit Form", an acknowledgement of an "Important Information" statement will appear.
11. Checkmark the "I Agree to the Above" & then Click on "Submit Form"
12. Once you click on "Submit Form", you will receive a pop-up that states the following and then you can click on "Ok"
13. You have successfully submitted your BPP Declaration!

For a more detailed BPP guide with pictures, please follow the QR code below.



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2023 DEPRECIATION SCHEDULES

<p align="center">Schedule 1 6 year life</p> <p align="center">Drilling & Well Service</p>	<p align="center">Schedule 2 10 year life</p> <p align="center">FF&E, Communications, Phone Systems, Vending Machines, Recreation Equip., Residential Furnishings, Motels, Restaurants & Bars, Farm Equip., Hand Tools, All Signs, Heavy Constr. Contractors Equip.</p>	<p align="center">Schedule 3 6 year life</p> <p align="center">Computer Equip., Typewriters, Copiers, Calculators, Fax Machines, Electronic Equip., Cells Phones, TV's</p>	<p align="center">Schedule 4 3 year life</p> <p align="center">Short Term Rentals, VCR's, Video Games etc., Software</p>
<p>2022 93%</p> <p>2021 78%</p> <p>2020 64%</p> <p>2019 49%</p> <p>2018 34%</p> <p>2017 20%</p> <p>2016 13%</p>	<p>2022 96%</p> <p>2021 87%</p> <p>2020 78%</p> <p>2019 69%</p> <p>2018 61%</p> <p>2017 52%</p> <p>2016 43%</p> <p>2015 34%</p> <p>2014 26%</p> <p>2013 17%</p> <p>2012 13%</p>	<p>2022 93%</p> <p>2021 78%</p> <p>2020 64%</p> <p>2019 49%</p> <p>2018 34%</p> <p>2017 20%</p> <p>2016 13%</p>	<p>2022 85%</p> <p>2021 56%</p> <p>2020 27%</p> <p>2019 13%</p>
<p align="center">Schedule 5 14 year life</p> <p align="center">Manufacturing Equip. of Chemical, Rubber, Metal, Stone, Glass, Steel Mills</p>	<p align="center">Schedule 6 20 year life</p> <p align="center">Wood Billboards</p>	<p align="center">Schedule 7 25 year life</p> <p align="center">Gas & Purification Plants, Pipelines, Oil Field Compressors, Storage</p>	<p align="center">Schedule 8 45 year life</p> <p align="center">Metal Billboards, Bank Vaults</p>
<p>2022 97%</p> <p>2021 91%</p> <p>2020 84%</p> <p>2019 78%</p> <p>2018 72%</p> <p>2017 66%</p> <p>2016 59%</p> <p>2015 53%</p> <p>2014 47%</p> <p>2013 41%</p> <p>2012 34%</p> <p>2011 28%</p> <p>2010 22%</p> <p>2009 16%</p> <p>2008 13%</p>	<p>2022 98%</p> <p>2021 93%</p> <p>2020 89%</p> <p>2019 85%</p> <p>2018 80%</p> <p>2017 76%</p> <p>2016 72%</p> <p>2015 67%</p> <p>2014 63%</p> <p>2013 58%</p> <p>2012 54%</p> <p>2011 50%</p> <p>2010 45%</p> <p>2009 41%</p> <p>2008 37%</p> <p>2007 32%</p> <p>2006 28%</p> <p>2005 23%</p> <p>2004 19%</p> <p>2003 15%</p> <p>2002 13%</p>	<p>2022 98%</p> <p>2021 95%</p> <p>2020 91%</p> <p>2019 88%</p> <p>2018 84%</p> <p>2017 81%</p> <p>2016 77%</p> <p>2015 74%</p> <p>2014 70%</p> <p>2013 67%</p> <p>2012 63%</p> <p>2011 60%</p> <p>2010 56%</p> <p>2009 53%</p> <p>2008 49%</p> <p>2007 46%</p> <p>2006 42%</p> <p>2005 39%</p> <p>2004 35%</p> <p>2003 32%</p> <p>2002 28%</p> <p>2001 25%</p> <p>2000 21%</p> <p>1999 18%</p> <p>1998 14%</p> <p>1997 13%</p>	<p>2022 99%</p> <p>2021 97%</p> <p>2020 95%</p> <p>2019 93%</p> <p>2018 91%</p> <p>2017 89%</p> <p>2016 87%</p> <p>2015 86%</p> <p>2014 84%</p> <p>2013 82%</p> <p>2012 80%</p> <p>2011 78%</p> <p>2010 76%</p> <p>2009 74%</p> <p>2008 72%</p> <p>2007 70%</p> <p>2006 68%</p> <p>2005 66%</p> <p>2004 64%</p> <p>2003 62%</p> <p>2002 60%</p> <p>2001 58%</p> <p>2000 56%</p> <p>1999 54%</p> <p>1998 53%</p> <p>1997 51%</p> <p>1996 49%</p> <p>1995 47%</p> <p>1994 45%</p> <p>1993 43%</p> <p>1992 41%</p> <p>1991 39%</p> <p>1990 37%</p> <p>1989 35%</p> <p>1988 33%</p> <p>1987 31%</p> <p>1986 29%</p> <p>1985 27%</p> <p>1984 25%</p> <p>1983 23%</p> <p>1982 21%</p> <p>1981 20%</p> <p>1980 18%</p> <p>1979 16%</p> <p>1978 14%</p> <p>1977 13%</p>