

# Instructions for Online Filing

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You can review your account details and file your personal property declaration online. You will need a valid email, your account number, and Federal Employer Identification Number (FEIN). Your account number is printed on the declaration or you can find it here: <https://eagleweb.laplata.co.us/assessor/taxweb/search.jsp>

Once your account has been verified, you will receive an email with a link to your declaration schedule. (If you have multiple accounts, you will need to verify each account separately.)

The declaration schedule will be populated with your account information, including your itemized listing so all you have to do is verify the existing information, update and submit.

## Information Regarding Online Filing

If you receive an email that your account could not be verified, make sure you entered the account number with a capital "P" and that it is in this format: P012345 ("P" followed by 6 numbers)

If your account number was entered correctly, it may be that your FEIN was not recognized. It may not be on file in our office or may be registered incorrectly in our system. If you filed the declaration last year, or you are the owner you may update your FEIN by emailing Kristen at [KFurnari@lpcgov.org](mailto:KFurnari@lpcgov.org).

Have all of your information ready to enter into the form. If the form is open for an extended period, you will receive an error when you try to submit.

The filing deadline is **April 15<sup>th</sup>** of every year. We will accept your online filing after the deadline, but a late fee will be added to your tax bill.

You may file for an extension if by April 15, we receive a written request AND \$20 for a 10 day extension, or \$40 for a 20 day extension.

If you are a new owner or your business is new you will not be able to use the online filing until your account is created. You can submit your declaration and itemized listing via email to Kristen at: [KFurnari@lpcgov.org](mailto:KFurnari@lpcgov.org).

Once you file online, we will no longer print the itemized listing on the declaration we mail to you in January, but you can access your listing at any time online. We will still mail a declaration to you in January, but just as a reminder to submit your online filing.

Once you have submitted your form, you can download or print a copy of the form for your records.

You cannot re-submit the form using the same email link.

The form will be reviewed by a member of the Assessor staff. They may request more information or conduct a physical inventory of your personal property at your business location. The Assessor will notify you of the new value with a Notice of Valuation which is mailed on June 15<sup>th</sup>.

## **Instructions for Completing the Commercial Form**

Click the link in the email we sent you to access your commercial form.

Review the Name and Mailing Address listed and make any necessary corrections. If you are not the current owner, complete the Business Status section.

### **Business**

Enter the start-up date at this location, the square footage the business occupies, and the main product or service provided.

Review the physical location; if the property changed location list this information under the Business Status section.

### **Business Status**

Select whether the business ceased operation as of January 1<sup>st</sup>. If yes, select if the personal property was sold or stored and list the date. If sold, list the selling price (of the personal property only) and the new owner's name and contact information.

If the personal property has changed location, list the new address and date the property moved.

### **Itemized Listing of Personal Property**

The itemized listing of personal property includes ALL expensed assets with a life of greater than 1 year, fully depreciated assets still in use, and stored assets.

After reviewing the listing, if there are no changes check the box and go to the bottom of the form to sign and submit the form.

### **Existing Itemized Listing**

Review the existing itemized listing. If any of the assets listed were sold, traded, or discarded prior to January 1, select "Yes" from the dropdown. If there are no deletions, check the NO DELETIONS box.

If any of the information regarding the existing itemized listing is incorrect, upload a document indicating the corrections.

## **Additions**

The itemized listing must contain **all** taxable personal property. If you acquired personal property prior to January 1<sup>st</sup>, or if assets are missing from the list, add them to this section. This must include the year acquired, description, your original installed cost (which includes the amount paid, sales/use tax, freight, and installation charges), whether the item was new or used when purchased, and the month and year it was first placed into service.

Click "Add" below the table if you are adding multiple items. Select the X to delete rows.

If there are no items to be added, check the NO ADDITIONS box.

## **Other Equipment**

Check the appropriate box(es) if you have mobile equipment, fully depreciated assets/expensed items, and/or leased, loaned or rented property.

**Mobile Equipment** (not leased, loaned, or rented) – Upload a file listing the following:

- Description/model or capacity
- Whether the equipment is licensed/Z-tabbed
- Year acquired
- Whether it was new or used
- Your original installed cost
- Year put into use

**Fully Depreciated Assets/Expensed Items** – Upload the appropriate Federal Forms denoting all fully depreciated assets and expensed items. The form should include the following:

- Description
- Year acquired
- Cost

**Leased, Loaned, or Rented Property** (property owned by others) – Upload a file listing any leased, loaned, or rented machinery, equipment, furniture, signs, vending machines, etc. Include the following:

- Owner/lessor's name, address and phone number
- Description including model/serial number or capacity
- Whether the item was new or used
- Original installed cost
- Lease number
- Term (from – to)
- Annual \$ rent

**Renewable Energy** – Check the appropriate boxes regarding renewable energy property at this location. If renewable energy property is owned by you, you are required to file the Renewable Property Form DS 058.

### **Declaration**

List the owner name, name of person signing, phone number, email address and sign the declaration. Submit the form by April 15<sup>th</sup>.

### **Instructions for Completing the Residential Form**

Click the link in the email we sent you to access your residential form.

Review the Name and Mailing Address listed and make any necessary corrections. If you are not the current owner, update the Rental Status section.

### **Rental Status**

If you are not the current owner or if this property is no longer a rental, update this section.

If you are a first time filer, you must provide a complete detailed listing of all your residential personal property.

### **Unit Description**

Select the options that describe your property and list the number of bedrooms.

### **Itemized Listing of Personal Property**

The itemized listing of personal property includes ALL expensed assets with a life of greater than 1 year, fully depreciated assets still in use, and stored assets.

After reviewing the listing, if there are no changes check the box and go to the bottom of the form to sign and submit the form.

### **Existing Itemized Listing**

Review the existing itemized listing. If any of the assets listed were sold, traded, or discarded prior to January 1<sup>st</sup>, select “Yes” from the dropdown. If there are no deletions, check the NO DELETIONS box.

If any of the information regarding the existing itemized listing is incorrect, upload a document indicating the corrections.

### **Additions**

The itemized listing must contain **all** taxable personal property. If you acquired personal property prior to January 1<sup>st</sup>, or if assets are missing from the list, add them to this section. This must include the year acquired, description, your original installed cost

(which includes the amount paid, sales/use tax, freight, and installation charges), whether the item was new or used when purchased, and the month and year it was first placed into service.

Click "Add" below the table if you are adding multiple items. Select the X to delete rows.

If there are no items to be added, check the NO ADDITIONS box.

### **Fully Depreciated Assets/Expensed Items**

List any fully depreciated assets/expensed items and upload the appropriate Federal Forms denoting all of these items.

Click "Add" below the table if you are adding multiple items. Select the X to delete rows.

If you have none, write "None" in the description field.

### **Renewable Energy**

Check the appropriate boxes regarding renewable energy property at this location. If renewable energy property is owned by you, you are required to file the Renewable Property Form DS 058.

### **Declaration**

List the owner name, name of person signing, phone number, email address and sign the declaration. Submit the form by April 15<sup>th</sup>.

## **Instructions for Completing the Lessor Form**

Click the link in the email we sent you to access your lessor form.

Review the Name and Mailing Address listed and make any necessary corrections. If you are not the current owner, complete the Business Status section.

### **Business**

Enter the start-up date at this location and the main product or service provided.

Review the physical location; if the property changed location list this information under the Business Status section.

### **Business Status**

Select whether the business ceased operation as of January 1<sup>st</sup>. If yes, select if the personal property was sold or stored and list the date. If sold, list the selling price (of the personal property only) and the new owner's name and contact information.

If the personal property has changed location, list the new address and date the property moved.

## **Leased, Loaned, or Rented Property**

Answer questions concerning manufactured property by checking the appropriate box. IF YOU ARE A MANUFACTURER, PLEASE COMPLETE THAT SECTION. Do not list licensed vehicles, mobile equipment with SMM license plates, rental decals, or Z-tabs. All other personal property leased, rented, or loaned by you must be listed on this form. Property rented 30 days at a time or less, returned by the renter at his option and where the sales or use tax is actually collected before finally being sold is considered to be exempt merchandise inventory; it should NOT be reported.

After reviewing the listing, if there are no changes check the box and go to the bottom of the form to sign and submit the form.

## **Existing**

Review the existing itemized listing. If any of the assets listed were sold, traded, or discarded, returned to owner/lessor, or purchased by the customer prior to January 1, select "Yes" from the dropdown.

If there are no deletions, check the NO DELETIONS box.

If any of the information regarding the existing itemized listing is incorrect, upload a document indicating the corrections.

## **Additions**

The itemized listing must contain **all** taxable personal property. If you acquired personal property prior to January 1<sup>st</sup>, or if assets are missing from the list, add them to this section. This must include the name and address of the user, quantity, complete description including model/serial number, the lease term, monthly rent, year acquired, sales price or original installed cost (inclusive of price paid, sales/use tax, freight, and installation charges), and month and year first placed into service.

Click "Add" below the table if you are adding multiple items. Select the X to delete rows.

If there are no items to be added, check the NO ADDITIONS box.

## **Disposition of Property for Contracts Terminated During the Previous Year**

Complete this section by providing information on the location of property for which leases were terminated in the previous year. You may use the form provided or attach a complete listing. This information **MUST BE REPORTED**.

## **Manufacturers/Lessors**

Please read the statements included in this section. Items that were leased during the previous calendar year, but have been returned to the manufacturer for scrapping, substantial reconditioning, renovating, or remanufacturing must be reported to the

assessor for the assessment year following the year in which the items were put back into service.

**Renewable Energy** – Check the appropriate boxes regarding renewable energy property at this location. If renewable energy property is owned by you, you are required to file the Renewable Property Form DS 058.

### **Declaration**

List the owner name, name of person signing, phone number, email address and sign the declaration. Submit the form by April 15<sup>th</sup>.

## **Instructions for Completing the Renewable Energy Form**

Click the link in the email we sent you to access your renewable energy form.

Review the Name and Mailing Address listed and make any necessary corrections.

### **Renewable Energy System Description**

Provide information about the renewable energy system including the type of renewable energy, the nameplate capacity in AC, original installed cost, date first placed into service, and battery storage capacity (if applicable). Attach a copy of the Power Purchase Agreement or Net Metering Agreement if this is your first time filing.

### **Income and Generation Information (for Solar Energy Properties Only)**

Provide the requested income and generation information. This section is only applicable to solar energy facilities value pursuant to § 39-5-104.7(2)(b), C.R.S. If you are unsure whether your solar energy property qualifies, contact your local county assessor.

### **Community Solar Gardens**

Indicate whether your property meets the statutory definition of a community solar garden. If yes, include subscriber information and the percentage attributable to residential, governmental, and tax exempt subscribers.

### **Listing of Other Personal Property**

List all other personal property at this location excluding property used directly in the generation of the renewable energy (e.g. solar panels, wind turbines, inverters, etc.).

### **Declaration**

List the owner name, name of person signing, phone number, email address and sign the declaration. Submit the form by April 15<sup>th</sup>.

