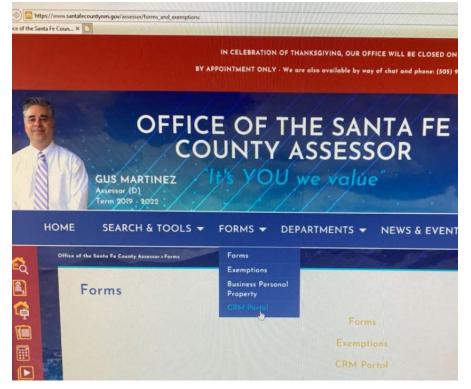
CRM Portal Instructions:

"How to File Your Business Personal Property Declarations"

1. Go to our website at:



2. Under the "Forms" Tab, click on "CRM Portal"



3. Create Your Account: You will be directed to the following page:



4. Once you click on "Continue to CRM Portal", you will be directed to the "Login" screen below:

W https://crm.santafecountynm.gov/user/log	gin	✓ A C Search	
ኛ Santa Fe County CRM Logi 🛛 🚺			
	OFFICE OF THE SANTA FE COUNTY ASSESSOR		
	Login Login Email		
	Password		
	Login Forgot Password? Create a New Account »		

If you have your login information, fill out the email & password field and click on "Login".

If you don't have an account, you can click on "Create a New Account", then fill out each field with an asterix (*) illustrated below.

Once you complete each field, click on "Submit"

Nex Account Registration X	https://crm.santafecountynm.gov/user/register	101 - 101 - 101 - 101 - 101 - 101 - 101 - 101 - 101 - 101 - 101 - 101 - 101 - 101 - 101 - 101 - 101 - 101 - 101	Search
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Please respond to the following: *			
I'm not a robot			
Sistemit		I'm not a robot	
Submit		Diag Tana	
		Submit	

5. Once you click on "Submit", you will be directed to the screen below: Click on "View/Add Accounts"

Welcome	
НОМЕ	View/Add Accounts View Protests View Business Personal Property Accounts
User Profile	The CRM allows users to add properties to their profiles for purposes, such as,
Assessor	filing valuation protests and viewing, adding and editing busines personal
Logout	property declarations.
	To file a protest or business personal property declaration, add the account to your profile.
	Note: The protest period is during the month of April.

- 6. Then click on "Add Property" illustrated below:
 - a. When you click on "Add Property", you will see a list that shows your "Current Parcels as Owner" (in the sample below, CNC Lathe Specialties is shown)
 - 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"

Accounts					
НОМЕ	Select an	account below by c	licking a row. Then select the	action to take	for the
User Profile	account, :	submit a protest or o	other form. To add an accour	nt, click Add Pr	operty.
Assessor	Add Pro	operty 🔸			
Logout	View pro	operties With			
	Submiss	ions for Select			
	Filter	Reset			
	Current	Parcels as Owne	er		
	Parcel Number	Owner Name	Property Address	BPP Declaration?	Protested?
	069101370	CNC LATHE SPECIALTIES	36 DESERT BLOSSOM, SANTA FE	No 🚽	No

7. You will be directed to the screen below, verify that the Parcel Number, Owner Name & Property Address is correct. Then click on "Start Business Personal Property Form"



- 8. You will be directed to the "Business Personal Property Declaration" screen below:
 - a. Business Information (complete each field noted with an asterisk (*)
 - 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"

for which an owner has claimed a deduction for depreciation for federal in tax purposes is subject to valuation. Please read instructions * Location ID: 069101370 Owner Name: CNC LATHE SPECIALTIES Property Address: 36 DESERT BLOSSOM An asterisk (*) indicates a required field. 1 - BUSINESS INFORMATION Name of business owner:* Mailing Address (of business owner):* CIO KEVIN BARROWS City: * SANTA FE State: * New Mexico Zip Code: * 87502 Checkmark if there is a change of address Phone: *	OME	This form is for reporting Business Personal Property and View all BPP Declaration
for which an owner has claimed a deduction for depreciation for federal in tax purposes is subject to valuation. Please read instructions * Location ID: 069101370 Owner Name: CNC LATHE SPECIALTIES Property Address: 36 DESERT BLOSSOM An asterisk (*) indicates a required field. 1 - BUSINESS INFORMATION Name of business owner:* Mailing Address (of business owner):* City:* SANTAFE State:* New Mexico Zip Code:* S7692 Checkmark if there is a change of address Phone:*	Profile	Farm Equipment for property tax purposes. Only business assets and equipment
In a purposes is subject to valuation. Preder read instructions * Location ID: 069101370 Owner Name: CNC LATHE SPECIALTIES Property Address: 36 DESERT BLOSSOM An asterisk (*) indicates a required field. 1 - BUSINESS INFORMATION Name of business owner: * Mailing Address (of business owner): * OIO KEVIN BARROWS City: * SANTA FE State: * New Mexico Zip Code: * B7692 Checkmark if there is a change of address Phone: *	rrome	for which an owner has claimed a deduction for depreciation for federal income
Location 1D: 069101370 Owner Name: CNC LATHE SPECIALTIES Property Address: 36 DESERT BLOSSOM An asterisk (*) indicates a required field. 1 - BUSINESS INFORMATION Name of business owner: * Mailing Address (of business owner): * CIO KEVIN BARROWS City: * SANTA FE State: * New Mexico Zip Code: * 87592 Checkmark if there is a change of address Phone: *	essor	tax purposes is subject to valuation. Please read instructions »
Property Address: 36 DESERT BLOSSOM An asterisk (*) indicates a required field. An asterisk (*) indicates a required field. I - BUSINESS INFORMATION Name of business owner: * Mailing Address (of business owner): * C/O KEVIN BARROWS City: * SANTA FE State: * New Mexico Zip Code: * 87692 Checkmark if there is a change of address Phone: * Name of Business: *	out	Location ID: 069101370
An asterisk (*) indicates a required field.		Owner Name: CNC LATHE SPECIALTIES
I - BUSINESS INFORMATION Name of business owner: * Mailing Address (of business owner): * CIO KEVIN BARROWS City: * SANTA FE State: * New Mexico Zip Code: * 87692 Checkmark if there is a change of address Phone: *		Property Address: 36 DESERT BLOSSOM
Name of business owner: * Mailing Address (of business owner): * CIO KEVIN BARROWS City: * SANTA FE State: * New Mexico Zip Code: * 87592 Checkmark if there is a change of address Phone: * Name of Business: *		An asterisk (*) indicates a required field.
Mailing Address (of business owner): * CIO KEVIN BARROWS City: * SANTA FE State: * New Mexico Zip Code: * 87592 Checkmark if there is a change of address Phone: *		1 - BUSINESS INFORMATION
C/O KEVIN BARROWS City: * SANTA FE State: * New Mexico Zip Code: * S7592 Checkmark if there is a change of address Phone: * Name of Business: *		Name of business owner: *
CIO KEVIN BARROWS City: * SANTA FE State: * New Mexico Zip Code: * S7592 Checkmark if there is a change of address Phone: * Name of Business: *		Mailing Address (of business owner): *
SANTA FE State: Set Mexico Zip Code: 87592 Checkmark if there is a change of address Phone: Name of Business: *		
State: * New Mexico Zip Code: * 87592 Checkmark if there is a change of address Phone: * Name of Business: *		City: *
New Mexico Zip Code: * 87592 Checkmark if there is a change of address Phone: * Name of Business: *		SANTA FE
Zip Code: * 87592 Checkmark if there is a change of address Phone: * Name of Business: *		State: *
87592 Checkmark if there is a change of address Phone: * Name of Business: *		New Mexico
□ Checkmark if there is a change of address Phone: * Name of Business: *		Zip Code: *
Phone: * Name of Business: *		87592
Name of Business: *		□ Checkmark if there is a change of address
		Phone: *
CNC LATHE SPECIALTIES		Name of Business: *
Cito La ne arecinentea		CNC LATHE SPECIALTIES
Physical Location Address of Business: *		Physical Location Address of Business: *
38 DESERT BLOSSOM		36 DESERT BLOSSOM
City: *		

Stat	e: "
Nev	v Mexico
Zip	Code: *
875	08
Busi	ness start date:
Busi	ness Id/ License #:
Con	tact Name: *
Con	tact Phone: *
Fax:	
Туре	of Business: *
ie; I	Retail, Oil & gas, fast food, restaurant, hair salon, construction, etc.
2 -	TRANSFER OF OWNERSHIP OR BUSINESS CLOSING
o ci	neckmark if the business closed or transferred ownership
lf	checked, an Itemized Rendition Report is not necessary.
3 -	ACTIVE BUSINESS NO LONGER DEPRECIATING ASSET
o ci	neckmark if the business no longer depreciating assets
If	checked, an Itemized Rendition Report is not necessary.
Say	e and Continue to Itemized Report

9. You will be directed to the "Itemized Rendition Report" illustrated below:a. Click on "Upload Files" to upload or add assets

Itemized R	lendition Report
HOME	Use this page to attach the itemized portion of your
User Profile	Business Personal Property Declaration. There are two ways to attach information: Uploading Files and Creating Report .
Assessor Logout	Upload Files
	If the itemized portion is in the form of a PDF file or a scanned document image, we recommend using the "Upload File." Using this option, you can attach the file directly to your Declaration, similar to attaching a file to an email.
	Create Report
	By default, the Create Report option will populate with the itemized rendition portion of the prior year's declaration. From there, new information can be added, or existing information can be edited or deleted.
	Disclaimer: In the event that Upload Files and Create Report are used to provide information, we will base the final itemized rendition solely off of the information identified in the Uploaded Files. Uploaded Files will override any information provided by Create Reports.
	Upload Files - 6. uploads are remaining - 25 MB maximum file size for upload Choose File No file chosen

Create Report

Examples:

Acquisition Cost X Percent Good = Depreciated Cost (Full Value) - 250,000 X 93% = 232,500

Depreciated Cost / 3 = Taxable Value - 232,500 / 3 = 77,500

*Section 179 assets must have been acquired/purchased the prior year to the current tax year and will be assessed at 100% good. These items will not be assessed/taxed next year. They will be removed from the list.

Instructions:

- To add an item to the report, click New
- To update an item, click on a row, then click **Edit**
- To delete an item, click on a row, then click Delete

New	Edit	Delete				
Equipmer Category	nt ∐≞	Schedule #	Year of Purchase	Acquisition Cost	Percent Good	Apply Sec 179
RECRE	ATIONAL	2	2012	\$64,415	26	
RECRE	ATIONAL	2	2010	\$77.144	13	
nowing 1	to 2 of 2 (entries			h, di	
nowing 1		entries Changes			I.,	
	Save C		ation			
	Save (nd Return	hanges	ation			

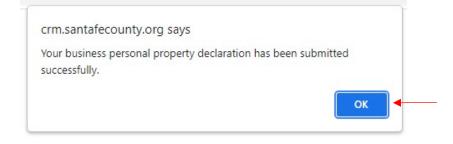
- 10. Once completed, you can click on:
 - a. "Save Changes"
 - b. "Save & Return to BPP Declaration"
 - c. "Submit Form"
- 11. When you click on "Submit Form", an acknowledgement of an "Important Information" statement will appear as illustrated below.

Showing 1 to 2 of 2 entries
IMPORTANT INFORMATION
I do solemnly affirm to the best of my knowledge that the statements on this
form completed and signed by me and the preceding list and description are full and correct statements of all business personal property required to be reported pursuant to Section 7-38-8 of the Property Tax Code, in this County on January
 1st, and all statements required to be made under the Property Tax code, and I so affirm under penalties of perjury.
I agree to the above
Save Changes
Save and Return to BPP Declaration
Submit Form

12. Checkmark the "I Agree to the Above" & then Click on "Submit Form" as illustrated below:

IMPORTANT INFORMATION
I do solemnly affirm to the best of my knowledge that the statements on this
form completed and signed by me and the preceding list and description are full
and correct statements of all business personal property required to be reported
pursuant to Section 7-38-8 of the Property Tax Code, in this County on January
1st, and all statements required to be made under the Property Tax code, and I so
affirm under penalties of perjury.
I agree to the above
Save Changes
Save and Return to BPP Declaration
Submit Form

13. Once you click on "Submit Form", you will receive a pop-up that states the following and then you can click on "Ok" (you have successfully submitted your BPP Declaration):



Summary for BPP Declaration

HOME	Location ID: 069	9101370				View all B	PP Declaration	
	Tax Year: 2021							
User Profile	Business Owner	Business Owner: asdf						
	Submitted: 11/10	/2021 8:59ar	n					
Assessor	Submitted by: J	ennifer Rom	ero (jcromero	@santafecounty	nm.gov)			
Logout	Status: Submitte	d						
	Owner Informat	ion						
	asdf							
	100 Catron							
	Santa Fe, NM 87	501						
	5059866309							
	Business Inform	ation						
	Assessor's BPP Account #: 069101370							
	Business ID/ License #: ajaosdfj							
	Business Type: sdf							
	Contact: Jennifer Romero							
	Contact Phone: 5	059866309						
	CNC LATHE SPECIALTIES							
	36 DESERT BLOSSOM							
	SANTA FE, NM	87508						
	Itemized Rendit	ion Report						
	Equipment Category	Schedule #	Year of Purchase	Acquisition Cost	Percent Good	Apply Sec 179	Depreciated Cost	
	RECREATIONAL	2	2012	\$64,415	28	No	\$16,748	
			2010	\$77,144	13	No	\$10,029	

Parcel Number	Owner Name	Property Address	BPP Declaration?	Protested?
069101370	CNC LATHE SPECIALTIES	36 DESERT BLOSSOM, SANTA FE	Yes	No