

Filing Your Personal Property Declaration

HELPFUL HINTS AND SUGGESTIONS

If you are a first-time filer, the declaration may seem complicated or confusing. It's made to accommodate many different types of property - read the instructions carefully.

Keep a list of your assets including costs and dates of purchase. Update it periodically with new acquisitions and disposals. If you have your accountants prepare your declaration, send them a copy of your updated asset list.

Do not use vague terms like "various" and "same as last year." File the original declaration with the Assessor's Office as soon as possible before November 1. Be sure to sign and date your return. Keep a copy for your records and for referral when filing subsequent declarations.

Our Website has lots of info!
www.manchesterct.gov



Frequently Asked Questions About

TAXABLE PERSONAL PROPERTY

TOWN OF MANCHESTER
DEPARTMENT OF ASSESSMENT
41 CENTER STREET
MANCHESTER, CT 06040

Call or visit the Assessor's
Office. We're here to help!
(860) 647-3016

Frequently Asked Questions About Taxable Personal Property

What is "Taxable Personal Property?"

Taxable personal property is tangible property other than real estate, as described in Sections 12-41 & 71 of the Connecticut General Statutes. Examples include, but are not limited to: non-residential furniture, fixtures, equipment, computer equipment, tools, machinery, horses, mobile office and storage buildings, signs, videotapes and disks, leasehold improvements, leased equipment and non-registered or out of state registered motor vehicles. Personal property such as residential furnishings, clothing and jewelry is not taxable.

I already paid sales taxes on my property. Is this a new requirement?

The sales tax is a state tax and the personal property tax is a local tax. Connecticut law has required owners of taxable personal property to annually report property owned by them on October 1 to the municipal Assessor since 1949.

Who must file a personal property declaration?

All owners and lessees of personal property on October 1, or having personal property that may have been in various locations but was located in the Town of Manchester during the three months prior to October 1. Leased,

loaned or rented personal property must also be declared, but is taxed to the owner. Owners of non-registered or out of state motor vehicles must also file. We have a specific form just for these.

I didn't get a declaration in the mail. Am I still required to report my property?

Yes. It is the responsibility of the property owner (or lessee) to file a declaration. The Assessor's Office mails declarations in September to all known owners of taxable personal property. If you do not receive a declaration form in the mail, one can be obtained at the Assessor's Office or on our website at www.manchesterct.gov, enter "personal property" in the search bar.

When are personal property declarations due to be filed?

The deadline for filing declarations is November 1 of each year, postmarks do not count. Declarations must physically be in the Assessment Office by November 1. There is a 25% assessment penalty for late filings.

Do I use the short form or long form? You may use the short form unless you are a manufacturer or leasing company.

What if I don't file a declaration?

The Assessor will prepare an estimated declaration and add the 25% non-compliance penalty to that assessment.

How does the assessor know if my declaration is accurate?

Connecticut law authorizes the Assessor, or the Assessor's designee, to perform an audit for up to three years, requiring the property owner to appear with accounting books, documents, federal tax returns, etc. for examination under oath in reference to their personal property. Any property discovered during an audit and not previously reported will be added along with the 25% non-compliance penalty.

What if I buy or set up a business after October 1? Must I declare my personal property?

If you buy or set up a new business after October 1, you need not file a declaration until the next year.

What if I buy used equipment or acquire the equipment of the old owner? How do I declare it's value?

You must use the ORIGINAL cost new of all property on the declaration with the year it was new. It will be depreciated according to its age. If you don't know the original cost, you may need to estimate or find an online resource to determine original value.

I'm no longer in business but I received a declaration. Do I still need to file?

Yes. Complete the section of the declaration "Affidavit of Business Closing or Sale of Business" and tell us

what happened to the property. Do not ignore the declaration! If you do not return the declaration with this information, the Assessor will assume that you are still in business but have failed to file. You will be assessed, penalized and taxed unless you return the form.

Are there any tax breaks available to owners of personal property?

Yes. Certain full and partial exemptions may be available for manufacturing equipment, mechanics' tools, farming equipment and pollution control equipment. Incremental exemptions may be applied to *newly acquired* machinery and equipment used in manufacturing and fabricating. Contact the Assessor's Office for further details.

What if I think I'm over-assessed?

You can appeal your assessment to the Board of Assessment Appeals. Applications must be made by February 20. If you filed your declaration late or failed to file at all, you may still appeal your assessment, but a 25% penalty must still be applied. There is more information available about appeals on our website at www.manchesterct.gov, enter "assessment appeals" in the search bar.