

Personal Property Declaration Information Session



Presented by the Town
of Manchester
Assessment Office

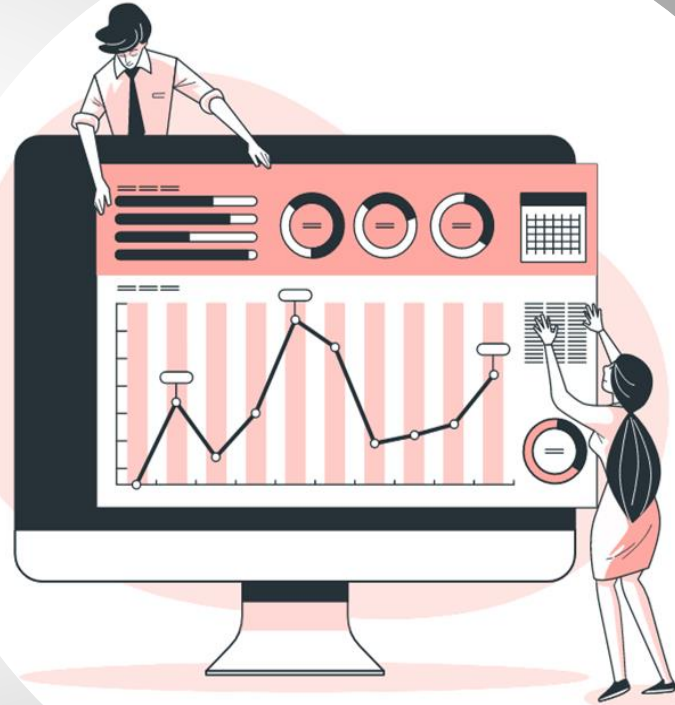


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01



INTRO TO PERSONAL PROPERTY




**WHAT IS A
BUSINESS?**

Definition of a Business



A business involves a person or entity performing an activity or trade or providing a product or service with the *intent* of making a profit.

Normally, the start date for a business is when the business is registered.



**WHAT IS
CONSIDERED
PERSONAL
PROPERTY?**

WHAT IS PERSONAL PROPERTY?

INCLUDES:

- Furniture (computers, office chairs, desks)
- Unregistered motor vehicles
- Computer, printers, cell phones
- Signs
- Vending Machines
- Leasehold Improvements
- Tools
- Machinery
- Any other equipment used in a business or to earn income.

CT STATE STATUTES:

- Section 12-71
- Section 12-41
- Section 12-43

WHAT IS PERSONAL PROPERTY?

WHAT ARE LEASEHOLD IMPROVEMENTS?

Commercial building upgrades that serve the needs of the tenant. While a property may require both internal and external upgrades during a tenancy, only interior modifications to a specific tenant's space are considered leasehold improvements (and added as personal property). Any improvements made to the exterior of the building, its foundation or that serve multiple tenants are considered building improvements (value may be added to the real estate).

(Leasehold Improvements do not apply to home-based businesses. Commercial buildings only.)

WHAT IS PERSONAL PROPERTY?

Leasehold improvements, continued:

Examples of leasehold improvements to declare on personal property:

Cubicles, including installation

Lighting, including installation

Building out new walls and floors

Shelving and partitions, including installation

Electrical and technical updates in the tenant's space

Interior and exterior signage

Examples of leasehold improvements that would NOT be personal property:

HVAC installation or upgrade

Enlargement of the building

Escalator or elevator installation or upgrade

Parking lot

Roof repair/replacement

WHAT IS *NOT* PERSONAL PROPERTY?

EXCLUDES:

- Real Estate
- Anything (mostly) permanently affixed to the land
- Registered motor vehicles

How Is Personal Property Assessed?

What is the assessment year?

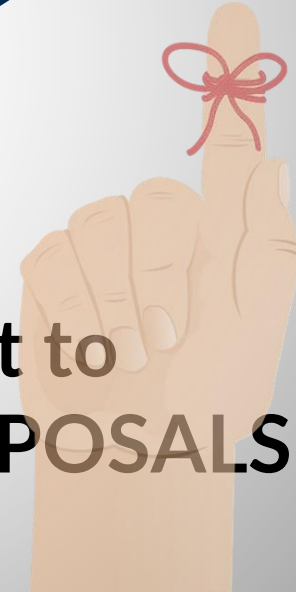
Personal property acquired from October 2 of last year up to October 1 of the current “reporting” year goes in the box for this year for each category (code).

The other years listed on the form in each category are for the total value of items acquired during each of those years, up to October 1. They are carried forward annually on the form, depreciating each year until the maximum depreciation.

Dispose= No longer have in possession because it was sold or discarded.

When you dispose of something, record it under the disposals list on the form.

The value of disposals comes off of the year and code in which they were acquired.



**Don't Forget to
Declare DISPOSALS!**

Detailed Listing of Disposed Assets Report— If you disposed of, sold, or transferred a portion of the property included in last year's filing, complete the following. DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY INFORMATION

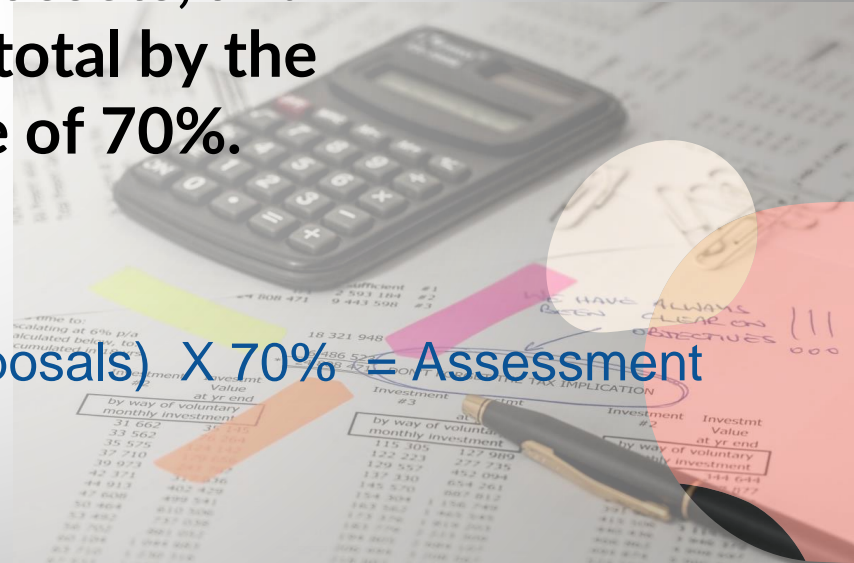
Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost

This section of the form is where you record the disposed assets.

How is the Assessment Calculated?

We add the depreciated values of all declared business assets, subtract disposed assets, and then multiply this total by the assessment rate of 70%.

$$(\text{Sum of Depreciated Assets} - \text{Disposals}) \times 70\% = \text{Assessment}$$



02



ABC'S TO FILING DECLARATIONS

Declaration Information



- Due Date: November 1st
- Must be filed annually.
- If the declaration is not filed on or before the deadline, there will be a penalty added to the assessment.
- If a declaration is not received, the Assessor's office will estimate the personal property and then add the penalty for not filing.

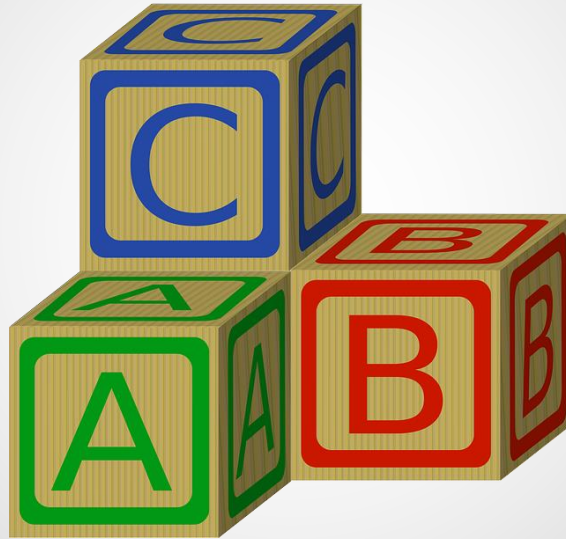
**The penalty for late or non-filing is
25% of the assessment.**

(CGS Ch.203 Sec 12-42)

The ABC's

Submit Early

Avoid risking the 25% penalty. **Fully complete and sign your declaration, don't wait until the last minute.**

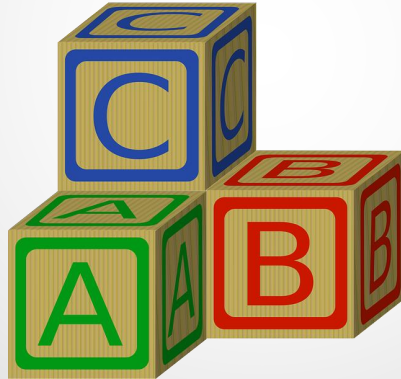


Submit *Complete* Forms

An incorrect or incomplete form will be returned to the business for proper correction and completion and may be subject to the penalty.

A is for Assessment

The total value of your assets is depreciated. That total is multiplied by 70% (the assessment rate) and the result of that is multiplied by the mill rate/1000. This result is the amount of your tax bill.



$$\begin{array}{r} \text{Depreciated assets} \\ X \qquad \qquad \qquad 70\% \\ \hline \text{Assessment} \\ X \text{ (Town Mill Rate/1000)} \\ \hline \text{Tax Bill} \end{array}$$

If this is confusing, consider watching the short video on our website:
[Assessment Office Town of Manchester \(manchesterct.gov\)](http://manchesterct.gov)

Methods of Submitting the Declaration:

1. Online filing is the quickest, easiest filing method. Each business receives a secure online filing code on the mailed declaration or you may call us for the code. A confirmation is returned upon filing.
2. Email is the next best filing method. Your email timestamp is proof of timely filing and it's an easy way to retain a copy of what you filed.
3. Drop off in person, or in our outdoor drop box. We recommend you keep a copy for your records. We must charge for copies and can only take cash.
4. Mail is the final method of submitting a declaration. If you must submit via mail, we recommend obtaining a receipt from the USPS or other carrier for proof of mailing.



No Longer in Business?

If the business moves out of town, is sold, or permanently closes, PLEASE let us know!

If the business closes, complete the affidavit on the declaration. If you don't have a declaration, complete an Affidavit of Termination (available on our website) with our office at time of closure. A final disposition of assets is required.

If you believe you have received a declaration in error. **DO NOT IGNORE IT!** Call or send us an email detailing why you think there was an error. Failure to return the declaration without an explanation will result in the 25% penalty on your assessment.

03



PERSONAL PROPERTY CODES

Code #9



Unregistered Motor Vehicles



Examples

- Campers
- RV's
- Trucks
- Snowmobiles*
- ATV's*
- Construction Vehicles
- Passenger Cars
- Tractors
- Commercial trailers

INCLUDES any car registered in another state but garaged in Connecticut.

* Only commercial use are taxable. Personal use exempt as of 10/1/2024



Code #9 (continued)

#9 - MOTOR VEHICLES UNREGISTERED MOTOR VEHICLES (E.G. MOTOR HOMES, TENT OR TRUCK CAMPERS, TRAVEL TRAILERS, SNOWMOBILES, UTILITY TRAILERS, PASSENGER CARS, TRACTORS, OFF-ROAD CONSTRUCTION VEHICLES, ETC.) INCLUDING ANY VEHICLE GARAGED IN CONNECTICUT BUT REGISTERED IN ANOTHER STATE. SNOWMOBILES, ATV'S, OR RESIDENTIAL UTILITY TRAILERS USED EXCLUSIVELY FOR PERSONAL USE ARE NOT TO BE REPORTED, CGS 12-81 (82), EFF. 10.1.2024.

Year	Make	Model	Vehicle Identification No. (VIN)	Length	Weight	Purchase Price	Date	MSRP Value

Use the data directly from the title document to fully complete the vehicle information. The MSRP Value should be available online with a VIN decoder, NADA or other publicly available tool. If you purchased new, you may also find it on your bill of sale.

Code #10 (Only on Long Form)



Machinery & Equipment

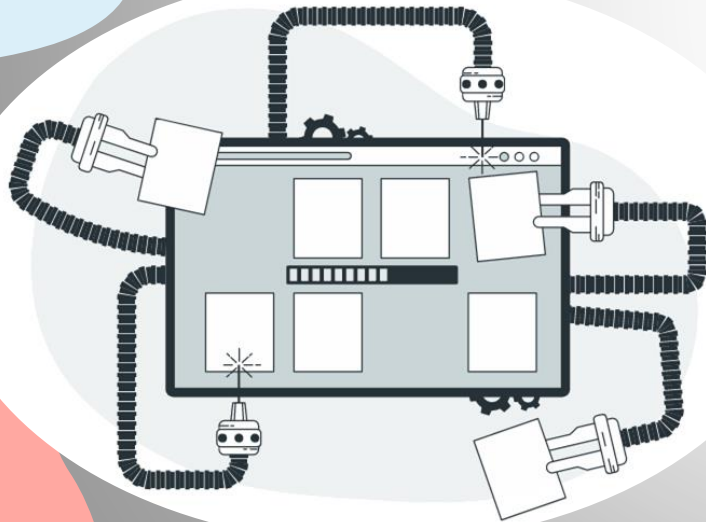


Industrial manufacturing
machinery & equipment

CGS 12-81 (72,76,78) -Not eligible for an exemption

Examples:

- Tools
- Dies
- Jigs
- Patterns



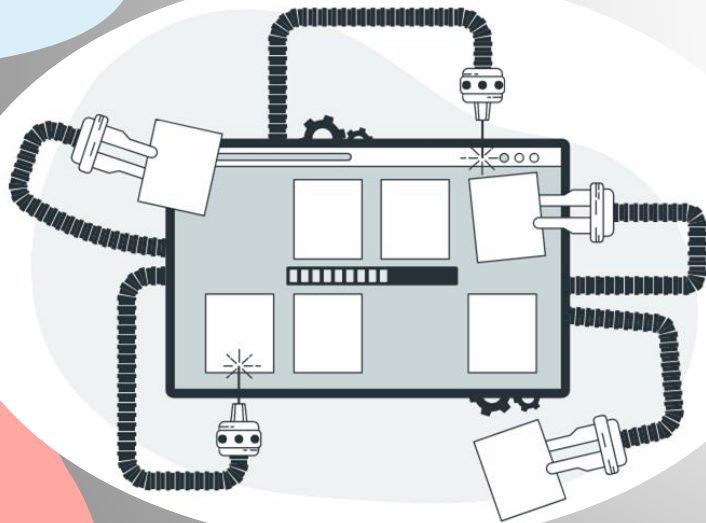
Code #13 (Long Form Only)



Manufacturing Machinery & Equipment



CGS 12-81 (76) – Eligible for Exemption



Manufacturing machinery & equipment used in research or engineering devoted to manufacturing; or used for the significant servicing or overhauling of industrial machinery or factory products.

Code #13 (Long Form Only) (continued)

Examples:

Conveyor belt Boring Machine Lathe
Plasma cutting machine Embroidery machine

**Exemption form must be COMPLETE and
include itemized detail sheet.**

5 year/7 year life equipment ONLY,
moves to CODE 10 after 5 years of exemption.

Code #17



Farm Machinery



Farm machinery used in the operation of a farm.

CGS 12-91- Eligible For Exemption

Examples:



- Tractors
- Harrows
- Bush Hogs
- Hay Bines
- Hay Rakes
- Hay Balers
- Corn Choppers
- Milking Machines
- Milk Tanks
- Coolers
- Chuck Wagons
- Dozers
- Back Hoes
- Hydroponic Farm Equipment
- Aquaculture Equipment



Code #18



Farming Tools



Examples:

- Rakes
- Pitch Forks
- Shovels
- Hoses
- Brooms

Exempt to a total value of \$500
CGS 12-81 (38)



Code #19



Mechanic Tools



Examples

- Wrenches
- Air Hammers
- Jack Sockets

Exempt to a total value of \$500
CGS 12-81 (37)

Code #16



Furniture, Fixtures, and Equipment



Furniture, fixtures, and equipment, of all commercial, industrial, manufacturing, mercantile, trading, and all other businesses, occupations, and professions.



- Calculators
- Copy Machines
- Telephones
(including mobile phones)
- Postage Meters
- Cash Registers
- Portable Air
Conditioners
- Desks
- Tools, not exempt
- Ladders
- Scaffolding
- Chairs
- Tables
- File Cabinets
- Partitions
- Display Racks
- Coolers/Freezers
- Kitchen Equipment
- Weights
- Treadmills

Code #20



Electronic Data Processing Equipment



Examples

- Computers/Laptops
- Printers
- Peripheral Computer Equipment
- Any other computer-based equipment acting as a computer as defined under Section 168 of the IRS Code of 1986 (many copiers/printers)



Bundled software IS taxable and must be included

CODE #20

(continued)

What is bundled software?

Bundled Software: software that is sold together with hardware, other software, or services at a single price.

EXAMPLES:

- The Windows operating system that comes preloaded on your computer at purchase.
- A golf simulator, the computer, screens, and equipment work together as a package.
- Dental office software that works with the specialized tooth cameras and the x-ray equipment.

Code #24

Other Goods, Including Leasehold Improvements

Any other taxable personal property not previously mentioned, or which does not appear to fit into any of the other categories.

Examples

- Salon sinks & stations
- Cabinets & counters
- Partitions, cubicles
 - Signage
 - Billboards
 - Light fixtures



Leasehold Improvements (other than realty)

Code #23

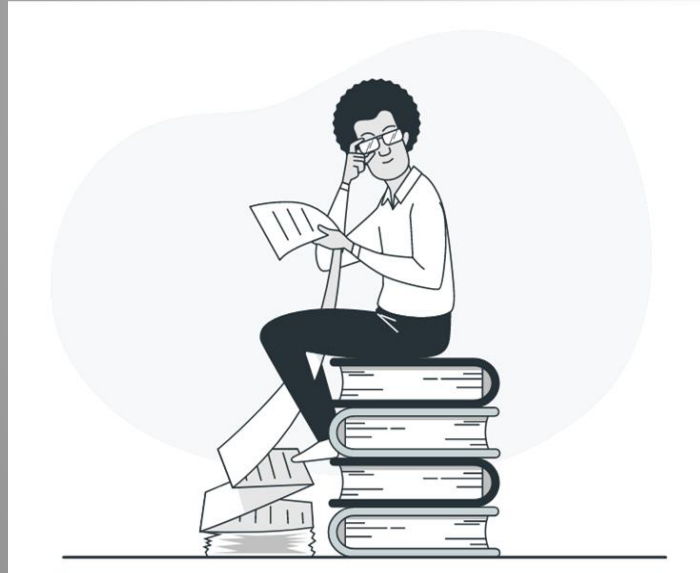


Average Supplies



The average monthly quantity of supplies normally consumed in the course of business.

This code does not need to be broken down by year – it is a monthly/yearly total



Examples:

- Office Supplies
- Cleaning Supplies
- Toner, Paper
- Mechanic/Plumber/Carpenter, etc - rags, booties, gloves, flux, Teflon tape, sandpaper...
- Medical and Dental Supplies
- Maintenance Supplies

Inventory is not taxable. If you itemize it on your customers' invoices, it is inventory.



Code Form

On our website, we offer a code form to keep your assets organized. It is helpful for when you dispose of an asset and for future declarations.

If you would like to use this tool, you can print one from our website, under miscellaneous forms, look for **Asset Worksheet**

Personal Property Codes

Code #10 Machinery & Equipment	Code #13 Manufacturing Machinery & Equipment	Code #17 Farm Machinery
Industrial manufacturing machinery & equipment Examples: tools, dies, jigs, patterns etc. Not eligible for an exemption under CGS 12-81 (76) - Code #13	Manufacturing machinery & equipment used in research or engineering devoted to manufacturing; or used for the significant servicing or overhauling of industrial machinery or factory products. Eligible for an exemption under CGS 12-81 (76).	Farm machinery used in the operation of a farm Examples: tractors, harrows, bush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, aquaculture equipment, etc.

Code #18 Farming Tools	Code #19 Mechanics Tools	Code #9 UNREGISTERED Motor Vehicles
Examples: hoes, rakes, pitch forks, shovels, hoses, brooms, etc.	Examples: wrenches, air hammers, jack sockets, etc.	Examples: campers, rv's, snowmobiles, trailers, trucks, passenger cars, tractors, off road construction vehicles, etc. INCLUDES any car registered in another state but garaged in Connecticut.

Code #16 Furniture, Fixtures and Equipment	Code #20 Electronic Data Processing Equipment
Furniture, fixtures and equipment of all commercial, industrial, manufacturing, mercantile, trading and all other businesses, occupations and professions. Examples: desks, chairs, tables, file cabinets, calculators, copy machines, telephones (including mobile phones), answering machines, postage meters, cash registers, moveable air conditioners, partitions, display racks, refrigerators, freezer, kitchen equipment, etc.	Examples: computers, printers, peripheral computer equipment, and any computer based equipment acting as a computer as defined under Section 168 of the IRS Code of 1986. Bundled software IS taxable and must be included.

Code #24 All Other Goods, Chattels & Effects	Code #23 Average Supplies
Any other taxable personal property not previously mentioned or which does not appear to fit into any of the other categories. Examples: video tapes, vending machines, pinball games, video games, signs, billboards, coffee makers, water coolers, leasehold improvements (other than realty) , etc.	The average monthly quantity of supplies normally consumed in the course of a business. Examples: stationary, post-it notes, toner, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies, maintenance supplies, etc. This code does NOT need to be broken down by year - it is a monthly/yearly total.

04



STEP-BY-STEP GUIDE TO FILING




LONG FORM DECLARATIONS

LONG FORM DECLARATION FILING

This is what the form looks like when you receive it in the mail.

In the top right hand corner it will show the Unique ID of the business, the name of the business, and the address.

 Town of Manchester
Assessor's Office
41 Center Street
Manchester, CT 06040
Return Service Requested

Unique ID will appear here

M-PPD-L
State of CT OPM

Manchester CT 2024 Declaration of Personal Property

Filing Requirement – This declaration must be filed with the Assessor of the town where the personal property is located. Declarations of Personal Property shall be made annually.

If you no longer own the above noted business or personal property assessed in your name last year, you do not need to complete this declaration. You must, however, return this declaration to the Assessor and provide information related to the name of the new owner of the property or the date your business ceased or to where you moved the business (see Affidavit below). Otherwise, the Assessor must assume that you still own and are operating the business and have failed to declare your taxable personal property.

AFFIDAVIT OF BUSINESS TERMINATION OR MOVE OR SALE OF BUSINESS OR PROPERTY			
I	_____ of _____	Business Name (if applicable) _____	at _____ Street location _____
With regards to said business or property I do so certify that on _____ Date _____ Said business or property was (Please <input checked="" type="checkbox"/> appropriate box):			
<input type="checkbox"/>	SOLD TO:	Name _____	Address _____
<input type="checkbox"/>	MOVED TO:	City/Town and State to where business or property was moved _____	Address _____
<input type="checkbox"/>	TERMINATED:	Attach Bill of Sale or Letter of Dissolution to this form and return it with this affidavit to the Assessor's office	
The signer is made aware that the penalty for making a false affidavit is a \$500.00 fine or imprisonment for one year or both.			
Signature _____		Print name _____	

Penalty for late filing – The Declaration of Personal Property must be signed and delivered or postmarked to the Assessor of this Town no later than Friday, November 1, 2024 to avoid a 25% Penalty for failure to file.

Deadline to File: Friday, November 1, 2024

PAGE 1

Dissolution Information

This section is **ONLY** filled out when the business has been moved, sold, or terminated.

Until our office gets this information, your account will stay open and liable to taxation.

If your business has been terminated, **DO NOT IGNORE THE FORM**

M-PPD-L
State of CT OPM

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AFFIDAVIT OF BUSINESS TERMINATION OR MOVE OR SALE OF BUSINESS OR PROPERTY		
I _____ of _____ at _____	Business Name (if applicable)	Street location
Business or property owners name		
With regards to said business or property I do so certify that on _____ Date		
Said business or property was (Please <input checked="" type="checkbox"/> appropriate box):		
<input type="checkbox"/> SOLD TO:	Name _____	Address _____
<input type="checkbox"/> MOVED TO:	City/Town and State to where business or property was moved _____	Address _____
<input type="checkbox"/> TERMINATED:	Attach Bill of Sale or Letter of Dissolution to this form and return it with this affidavit to the Assessor's office	
The signer is made aware that the penalty for making a false affidavit is a \$500.00 fine or imprisonment for one year or both.		
Signature _____	Print name _____	

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PAGE 3

Business Data:

Please answer all questions and fill in all spaces. If inapplicable please put N/A

Lessor's Listing Report:

This area is completed only if you have leased any property to others.

Please round to nearest dollar amount

2024 DECLARATION OF PERSONAL PROPERTY
Commercial and financial information is not open to public inspection

List or Account #: _____ Assessment date October 1, 2024
Owner's Name: _____ Required return date November 1, 2024
DBA: _____
Location (street & number) _____

BUSINESS DATA For businesses, occupations, professions, farmers, lessors. Answer all questions 1 through 12, writing N/A on lines that are not applicable.

1. Direct questions concerning return to - **2. Location of accounting records -**

Name _____
Address _____
City/State/Zip _____
Phone / Fax () / () () / ()
E-mail _____

3. Description of Business _____
4. How many employees work in your facilities in this town only? _____
5. Date your business began in this town? _____
6. How many square feet does your firm occupy at your location(s) in this town? _____ Sq. ft. Own Lease
7. Type of ownership: Corporation Partnership LLC Sole proprietor Other-Describe _____
8. Type of business: Manufacturer Wholesale Service Profession Retail/Mercantile Tradesman Lessor
 Other-Describe _____ IRS Business Activity Code _____

9. In the last 12 months was any of the property included in this declaration located in another Connecticut town for at least 3 months? If yes, identify by specific months, code, cost, and location(s). Yes No
10. Are there any other business operations that are operating from your address here in this town? If yes, give name and mailing address.
11. Do you own tangible personal property that is leased or consigned to others in this town? If yes, complete Lessor's Listing Report (below)
12. Did you have in your possession on October 1st any borrowed, consigned, stored or rented property? If yes, complete Lessee's Listing Report (page 4)

LESSOR'S LISTING REPORT In order to avoid duplication of assessments related to leased personal property, the following must be completed by Lessors: (Please note that property under conditional sales agreements must be reported by the lessor.) Computerized filings are acceptable as long as all information is reported in prescribed format.

	Lessee #1	Lessee #2	Lessee #3
Name of Lessee			
Lessee's address			
Physical location of equipment			
Full equipment description			
Is equipment self-manufactured?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Acquisition date			
Current commercial list price new			
Has this lease ever been purchased, assumed or assigned?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, specify from whom			
Date of such purchase, etc.			
If original asset cost was changed by this transaction, give details.			
Type of lease	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale
Lease Term - Begin and end dates			
Monthly contract rent			
Monthly maintenance costs if included in monthly payment above			
Is equipment declared on the Lessor's or the Lessee's manufacturing exemption application?	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>

Page 3

PAGE 4

Lessees Listing Report:

Complete if you have any leased, consigned, loaned, stored, or rented equipment in your possession.

Disposal, Sale, or Transfer of Property Report:

If you have disposed of any asset from October 2nd 2023 to October 1st 2024

Assets purchased prior to 10/1/14 with an original value under \$250 are exempt.

NOTE: When filling out Acquisition Cost, this is the original cost to original owner including delivery & installation.

Please round to nearest dollar amount

List or Account#: _____ Assessment date October 1, 2024
Owner's Name: _____ Required return date November 1, 2024

LESSEE'S LISTING REPORT - Pursuant to Connecticut General Statutes §12-57a all leased, borrowed, consigned, loaned, rented, or stored personal property not owned by you but in your possession as of the assessment date must be included on this form. Failure to declare, in the form and manner as herein prescribed, shall result in the presumption of ownership and subsequent tax liability plus penalties. Property you do not lease that may be in your possession and must be reported includes (but is not limited to) dumpsters, gas/propane tanks, vending machines, water coolers, coffee machines.

Yes No Did you dispose of any leased items that were in your possession on October 1, 2023? If yes, enter a description of the property and the date of disposition in the space to the right.
 Did you acquire any of the leased items that were in your possession on October 1, 2023? If yes, indicate previous lessor, item(s) and date(s) acquired in the space to the right.
 Is the cost of any of the equipment listed below declared anywhere else on this declaration? If yes, note year in the 'Year Included' row and list cost in the 'Acquisition Cost' row.

	Lease #1	Lease #2	Lease #3
Name of Lessor			
Lessor's address			
Phone Number			
Lease Number			
Item description / Model #			
Serial #			
Year of manufacture			
Capital Lease	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lease Term - Beginning/End			
Monthly rent			
Acquisition Cost			
Year Included			

DISPOSAL, SALE OR TRANSFER OF PROPERTY REPORT

Disposal, sale or transfer of property - If you disposed of, sold or transferred a portion of the property included in last year's filing, complete the Detailed Listing of Disposed Assets Report And Reconciliation Of Fixed Assets on page 6. If you no longer own the business noted on the cover sheet you do not need to complete this declaration. You must, however, return to the Assessor this declaration along with the complete AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS FOUND in this return. DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY REPORTING SECTION.

DETAILED LISTING OF DISPOSED ASSETS (COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED)				
Removal Date	Code #	Description of Item	Acquisition Date	Acquisition Cost

DETAILED LISTING OF ASSETS HAVING AN ORIGINAL VALUE LESS THAN \$250 (COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED)			
Pursuant to CGS 12-51(79) - Listing of assets purchased prior to 10/1/14 with an original value less than or equal to \$250			
Description of Item	Acquired Date	Acquisition Cost	

TAXABLE PROPERTY INFORMATION

- All data reported should be:
 - Actual acquisition costs including any additional charges for transportation and installation by year for each type of property described. These costs, less the standard depreciation as shown on the form will determine the net depreciated value.
 - Include all assets that may have been fully depreciated, written off, or charged to expense but are still owned. Do not include disposed assets.
- Reports are to be filed on an assessment year basis of October 1. Acquisitions between October 2 and December 31 apply to the new year. (i.e. acquisition made October 30, 2023 are reported on the following year's Declaration).
- Computerized filings are acceptable as long as all information is reported in prescribed format.
- Do not include disposed assets. Disposals are used to reconcile last year's reporting with this year's reporting.

Taxable Property Information:

This section is where you will fill out all your owned assets organized by code.

NOTES:

- This is where the Asset Worksheet handout comes in handy.
- Make sure to total the depreciated values of each asset.
- Make sure asset is filed by YEAR OF PURCHASE
- Original Cost includes transportation (delivery), installation and the sales tax.
- It is the TAXPAYERS responsibility to correctly depreciate their assets, NOT THE ASSESORS OFFICE.

Please round to nearest dollar amount

Assessment date October 1, 2024
Required return date November 1, 2024

List or Account#: _____
Owner's Name: _____

# 9 – Motor Vehicles Unregistered motor vehicles & vehicles garaged in Connecticut but registered in another state				#10 – Manufacturing machinery & equipment not eligible under CCS 12-81 (76) (MIME) for exemption			
Year	VEHICLE 1	VEHICLE 2	VEHICLE 3	Year Ending	Original cost, installation & transportation	% Good	Depreciated Value
Make				10-1-24		95%	
Model				10-1-23		90%	
VIN				10-1-22		80%	
Length				10-1-21		70%	
Weight				10-1-20		60%	
Purchase \$				10-1-19		50%	
Date				10-1-18		40%	
				Prior Yrs		30%	
Value				Total		Total	

#11 – Horses and Ponies				#12 – Commercial Fishing Apparatus			
Breed	#1	#2	#3	Year Ending	Original cost, installation & transportation	% Good	Depreciated Value
Registered				10-1-24		95%	
Age				10-1-23		90%	
Sex				10-1-22		80%	
Quality				10-1-21		70%	
Breeding				10-1-20		60%	
Show				10-1-19		50%	
Pressure				10-1-18		40%	
Racing				Prior Yrs		30%	
Value				Total		Total	

#13 – Manufacturing machinery & equipment eligible for exemption under CGS 12-81(76) – Must file exempt claim.				#14 – Mobile Manufactured Homes if not currently assessed as real estate			
Year Ending	Original cost, installation & transportation	% Good	Depreciated Value	Year	#1	#2	#3
10-1-24		95%		Make			
10-1-23		90%		Model			
10-1-22		80%		ID Number			
10-1-21		70%		Length			
10-1-20		60%		Width			
10-1-19		50%		Bedrooms			
10-1-18		40%		Baths			
Prior Yrs		30%		Value			
Total		Total					

#16 – Furniture, fixtures and equipment				#17 – Farm Machinery			
Year Ending	Original cost, installation & transportation	% Good	Depreciated Value	Year Ending	Original cost, installation & transportation	% Good	Depreciated Value
10-1-24		95%		10-1-24		95%	
10-1-23		90%		10-1-23		90%	
10-1-22		80%		10-1-22		80%	
10-1-21		70%		10-1-21		70%	
10-1-20		60%		10-1-20		60%	
10-1-19		50%		10-1-19		50%	
10-1-18		40%		10-1-18		40%	
Prior Yrs		30%		Prior Yrs		30%	
Total		Total		Total		Total	

#18 – Farm Tools			
Year Ending	Original cost, installation & transportation	% Good	Depreciated Value
10-1-24		95%	
10-1-23		90%	
10-1-22		80%	
10-1-21		70%	
10-1-20		60%	
10-1-19		50%	
10-1-18		40%	
Prior Yrs		30%	
Total		Total	

9 _____

#10 _____

#11 _____

#12 _____

#13 _____

#14 _____

#16 _____

#17 _____

#18 _____

Assessor's Use Only

PAGE 6

Reconciliation of Fixed Assets:

- Fill in information to calculate the total assets declared this year October 1, 2024
- Refer to the next slide for Capitalization Threshold explanation
- **This is for your own reconciliation and records, Assessor's may reference it, but do not rely on this to verify accuracy of filing.**

Please round to nearest dollar amount

RECONCILIATION OF FIXED ASSETS	
Assets declared last October 1, 2023	_____
Assets disposed of since last October 1, 2023*	- _____
Assets added since last October 1, 2023	+ _____
Assets originally valued ≤ \$250 & over 10 years old **	- _____
Assets declared this year October 1, 2024	_____
Amount of expensed equipment last year	_____
Capitalization Threshold	_____

*Complete Detailed Listing of Disposed Assets –page 4
** Assets Orig Value ≤ \$250 – page 4

Page 6

CAPITALIZATION THRESHOLD

The total value of an asset a company uses to depreciate the value of an asset over several years as opposed to an expense in a single year, on the company's federal tax return.

On your personal property declaration, the asset is not depreciated out to a zero value after 3 years, for example, as may be reflected on your tax return.

As long as the item is still in use, it still has a value and must follow the depreciation schedule on our declaration. The TOTAL VALUE is still used as original value, even if your tax return spreads that expense over several years.

PAGE 7

Property Code & Description

- From pages 5 & 6, use the **TOTAL** amounts of depreciated value and add all of the values together to get the total net depreciation.
- The Assessment staff will calculate the 70% assessment in the right column after all other asset boxes have been reviewed.

Please round to nearest tenth amount

Exemptions:

If you are claiming an exemption, check the box next to the one that applies to you.

NOTE: Some exemptions require additional forms and documentation. Please see our website or our office to get the correct documents.

2024 DECLARATION OF PERSONAL PROPERTY – SUMMARY SHEET		
Commercial and financial information is not open to public inspection.		
List or Account#:	Assessment date October 1, 2024 Required return date November 1, 2024	
Owner's Name:	This Declaration of Personal Property must be signed, and delivered or postmarked by	
DBA:	Friday, November 1, 2024 to	
Mailing address:	Assessor of Town where property is located	
City/State/Zip:		
Location (street & number)	Net Depreciated Value pages 5 & 6	Assessor's Use ONLY
Property Code and Description	Code	ASSESSMENTS
#9 - Motor Vehicles UNREGISTERED motor vehicles (e.g. motor homes, tent or truck campers, travel trailers, snowmobiles, utility trailers, passenger cars, tractors, off-road construction vehicles, etc.) including any vehicle garaged in Connecticut but registered in another state. Snowmobiles, ATV's, or residential utility trailers used exclusively for personal use are not to be reported. CGS 12-81 (82), eff. 10/1/2024.	#9	
#10 - Machinery & Equipment industrial manufacturing machinery and equipment (e.g., looms, dies, jigs, patterns, etc.). Include air and water pollution control equipment.	#10	
#11 Horses And Ponies Describe your horses and ponies. A \$1,000 assessment exemption per animal will be applied. If you are a farmer, the exemption may be 100% provided Form M-28 is filed with and approved by the Assessor.	#11	
#12 - Commercial Fishing Apparatus All fishing apparatus exclusively used by a commercial fisherman in the business (e.g., fishing poles, nets, lobster pots, fish finders, etc.). A \$500 value exemption will be applied.	#12	
#13 -Manufacturing machinery & equipment Manufacturing machinery and equipment used in manufacturing; used in research or engineering devoted to manufacturing; or used for the significant servicing or overhauling of industrial machinery or fabric products and eligible for exemption under CGS 12-81 (7b). (Formerly property Codes 13 & 15)	#13	
#14 Mobile Manufactured Homes If not currently assessed as real estate	#14	
#16 - Furniture & Fixtures Furniture, fixtures and equipment of all commercial, industrial, manufacturing, mercantile, trading and all other businesses, occupations and professions. Examples: desks, chairs, tables, file cabinets, typewriters, calculators, copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machines, postage meters, cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitchen equipment, etc.	#16	
#17 - Farm Machinery Farm machinery (e.g., tractors, harrows, brush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, aquaculture equipment, etc.), used in the operation of a farm.	#17	
#18 - Farming Tools Farm tools (e.g., hoes, rakes, pitch forks, shovels, hoes, brooms, etc.).	#18	
#19 - Mechanics Tools Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).	#19	
#20 - Electronic Data Processing Equipment Electronic data processing equipment (e.g., computers, printers, peripheral computer equipment, and any computer-based equipment acting as a computer as defined under Section 168 of the IRS Code of 1986, etc.). Bundled software is taxable and must be included.	#20	
#21 - Telecommunications Equipment Excluding furniture, fixtures, and computers, #21a includes cables, conduits, antennae, batteries, generators or any equipment not deemed technologically advanced by the Assessor. #21b includes controllers, control frames, relays switching and processing equipment or other equipment deemed technologically advanced by the Assessor.	#21	
#22 - Cables, conduits, pipes, poles, towers (if not currently assessed as real estate), underground mains, wires, turbines, Class I Renewables, Cylinder and other Tanks of gas, heating or energy producing companies, telephone companies, water and water power companies. Include items annexed to the ground (e.g., hydraulic car lifts, gasoline holding tanks, pumps, truck scales, etc.), as well as property used for the purpose of creating or furnishing a supply of water (e.g. pumping stations).	#22	
#23 - Expended Supplies The average monthly quantity of supplies normally consumed in the course of business (e.g., stationery, post-it notes, toner, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies and maintenance supplies, etc.).	#23	
#24 - Other All Other Goods, Chattels and Effects Any other taxable personal property not previously mentioned, or which does not appear to fit into any of the other categories. (e.g., video tapes, vending machines, pinball games, video games, signs, billboards, coffee makers, water coolers, leasehold improvements and construction in progress (CIP).)	#24	
Total Net Depreciated and Assessment – all codes #9 through #24	Subtotal >	
#25 - Penalty for failure to file as required by statute – 25% of assessment	#25	
Exemption - Check box adjacent to the exemption you are claiming:		
<input type="checkbox"/> I – Farming Tools - \$500 value <input type="checkbox"/> I – Horses/ponies \$1000 assessment per animal <input type="checkbox"/> I – Mechanic's Tools - \$500 value <input type="checkbox"/> K – Municipal Leased <input type="checkbox"/> M – Commercial Fishing Apparatus - \$500 value		
All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by the required return date		
<input type="checkbox"/> G & H – Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption application M-55 required annually <input type="checkbox"/> I – Farm Machinery \$100,000 assessment - Exemption application M-28 required annually <input type="checkbox"/> J – Class I Renewable - Exemption Application M-44 required. <input type="checkbox"/> J – Water Pollution or Air Pollution control equipment – Connecticut DEEP certificate required – provide copy <input type="checkbox"/> U – Manufacturing Machinery & Equipment Claim Form - Exemption claim required annually		
Assessor's Final Assessment Total >		

PAGE 8

Declaration of Personal Property Affidavit

Owners or designated agent submitting the personal property declarations are required to fill out and sign this section. If it is not, it will be returned for proper completion.

*** If it is not returned by November 1st it will receive a 25% penalty. ***

Note: There is a checklist and notes area. We encourage you to use them.

List or Account#: _____
Owner's Name: _____

Assessment date October 1, 2024
Required return date November 1, 2024

DECLARATION OF PERSONAL PROPERTY AFFIDAVIT	
THIS FORM MUST BE SIGNED (AND IN SOME CASES WITNESSED) BEFORE IT MAY BE FILED WITH THE ASSESSOR. AVOID PENALTY — IMPROPERLY SIGNED DECLARATIONS REQUIRE A 25% PENALTY COMPLETE SECTION A OR SECTION B	
Section A	
OWNER: I DO HEREBY declare under penalty of false statement that all sections of this declaration have been completed according to the best of my knowledge, remembrance, and belief; that it is a true statement of all my personal property liable to taxation; and that I have not conveyed or temporarily disposed of any estate for the purpose of evading the laws relating to the assessment and collection of taxes as per §12-49 C.G.S. SEE PAGE TWO (2) FOR SIGNATURE REQUIREMENTS.	
CHECK ONE	<input type="checkbox"/> OWNER <input type="checkbox"/> PARTNER <input type="checkbox"/> CORPORATE OFFICER <input type="checkbox"/> MEMBER
Owner Signature _____	Dated _____
_____ Print or type name	
Section B	
AGENT: I DO HEREBY declare under oath that I have been duly appointed agent for the owner of the property listed herein and that I have full authority and knowledge sufficient to file a proper declaration for him in accord with the provisions of §12-50 C.G.S.	
Agent's Signature _____	Dated _____
_____ Print or type agent's name	
AGENT SIGNATURE MUST BE WITNESSED	
Witness of agent's sworn statement Subscribed and sworn to before me _____	Dated _____
_____ Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Commissioner of Superior Court	

Manchester Assessor's Office
Direct questions concerning declaration to the Assessor's Office at:
Phone: (860) 647-3016
Email: personalproperty@manchesterct.gov

Mail or hand deliver to:
Manchester Assessor's Office
41 Center St, Manchester, CT 06040 or the drop box behind Town Hall.

- Check Off List:**
- Read instructions on page 2
 - Complete appropriate sections
 - Complete exemption applications
 - Sign & date as required on page 8
 - Make a copy for your records
 - Return by November 1, 2024

Notes: _____

The Declaration of Personal Property must be signed and delivered or postmarked to the Assessor of this Town no later than Friday, November 1, 2024 to avoid a 25% Penalty for failure to file.



SHORT FORM DECLARATIONS

SHORT FORM

MOST BUSINESS WILL BE RECEIVING SHORT FORM DECLARATIONS

Codes 10 and 13 are not included on the short form declarations.

Code 24 is split into A (Other goods including leasehold improvements) and B (Rental entertainment medium)

Code 9 is only present on the summary sheet (page 3).

Lessors will receive the long form.

2024 DECLARATION OF PERSONAL PROPERTY – SHORT FORM
Commercial and financial information is not open to public inspection.

TAXABLE PROPERTY INFORMATION Give actual acquisition costs including any additional charges for transportation and installation by year for each type of property described. **COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED**

Circle #12 – Commercial Fishing Apparatus or #17 – Farm machinery				Circle #18 – Farm Tools or #19 – Mechanics Tools				Assessor's Use Only
Year Ending	Original cost, installation & transportation	% Good	Depreciated Value	Year Ending	Original cost, installation & transportation	% Good	Depreciated Value	
10-1-24	90%			10-1-24	90%			
10-1-23	90%			10-1-23	90%			#12
10-1-22	90%			10-1-22	90%			
10-1-21	90%			10-1-21	90%			#17
10-1-20	90%			10-1-20	90%			
10-1-19	90%			10-1-19	90%			#18
10-1-18	90%			10-1-18	90%			
Prex yrs	90%			Prex yrs	90%			#19
Total			Total				Total	

#16 – Furniture, fixtures and equipment				#20 – Electronic data processing equipment				Assessor's Use Only
Year Ending	Original cost, installation & transportation	% Good	Depreciated Value	Year Ending	Original cost, installation & transportation	% Good	Depreciated Value	
10-1-24	90%			10-1-24	90%			
10-1-23	90%			10-1-23	90%			#16
10-1-22	90%			10-1-22	90%			
10-1-21	90%			10-1-21	90%			#17
10-1-20	90%			10-1-20	90%			
10-1-19	90%			10-1-19	90%			#18
10-1-18	90%			10-1-18	90%			
Prex yrs	90%			Prex yrs	90%			#19
Total			Total				Total	

In accordance with Section 166 IRS Codes
Computers Only

#23 – Expensed supplies	Year Ending	Total Expended	# of Items	Average Monthly
	10-1-24			
	10-1-23			
	10-1-22			
	10-1-21			
	10-1-20			
	10-1-19			
	10-1-18			
	Prex yrs			
	Total			

#24 – Other Goods including leasehold improvements				#26 – Rental Entertainment Medium				Assessor's Use Only
Year Ending	Original cost, installation & transportation	% Good	Depreciated Value	Year Ending	Original cost, installation & transportation	% Good	Depreciated Value	
10-1-24	90%			10-1-24	90%			
10-1-23	90%			10-1-23	90%			#24
10-1-22	90%			10-1-22	90%			
10-1-21	90%			10-1-21	90%			#26
10-1-20	90%			10-1-20	90%			
10-1-19	90%			10-1-19	90%			#27
10-1-18	90%			10-1-18	90%			
Prex yrs	90%			Prex yrs	90%			#28
Total			Total				Total	

#24 – # of video tapes # of DVD movies
of music CDs # of video games
24a, and 24b: Total

Detailed Listing of Disposed Assets Report – If you disposed of, sold, or transferred a portion of the property complete the following. **DO NOT INCLUDE DISPOSALS IN TAXA**

Date Removed	Code #	Description of Item	Date Acq

DETAILED LISTING OF ASSETS HAVING AN ORIGINAL VALUE LESS THAN \$250 (COPY AND ATTACH)
Detailed to CGS 12-817(b) – Listing of assets purchased prior to 10/1/14 with an original value less than or equal to \$250.

Date Acq	Description of Item	Value

2024 DECLARATION OF PERSONAL PROPERTY – SHORT FORM SUMMARY SHEET
Commercial and financial information is not open to public inspection.

Assessment date October 1, 2024
Required return date November 1, 2024

List or Account # _____
Owner's Name _____ DBA _____
Address _____
City/State/Zip _____
Phone / Fax _____ Street location of personal property in «Town» _____
E-mail _____ Description of business: _____

Type of ownership: Corporation Partnership LLC Sole Proprietor Other-Describe _____
Type of business: Manufacturer Wholesale Service Profession Retail/Merchandise Tradesman Other _____
IRS Business Activity Code _____ Square footage _____ No. of Employees _____

#9 – MOTOR VEHICLES UNREGISTERED MOTOR VEHICLES (E.G. MOTOR HOMES, TRUCKS, TRUCK CAMPERS, TRAVEL TRAILERS, TRAILERS, RECREATIONAL UTILITY TRAILERS, PERSONAL CARS, TRUCKS, OFF-HIGHWAY MOTOR VEHICLES, ETC.) INCLUDING ANY SPECIAL LICENSES IN CONNECTICUT FOR BUSINESS OR BUSINESS USE. SHOW LICENSE, ATY'S, OR RESIDENTIAL UTILITY TRAILERS (SEE EXCLUSIONS FOR PERSONAL USE AND NOT TO BE REPORTED, CGS 14-81 (2); EFF. 10/1/2024)

Year	Make	Model	Vehicle Identification No. (VIN)	Length	Weight	Purchase Price	Date	MSRP Value	Code	ASSESSMENT

#11 Horses And Ponies Describe your horses and ponies. A \$1,000 assessment exemption per animal will be applied, if you are a farmer, the exemption may be 100% provided Form M-28 is filed and approved by the Assessor.

Breed	Age	Registered	Sex	Qualify Breeding/Show/Pleasure/Racing	Value	#11

#14 Mobile Manufactured Homes If not currently assessed as real estate

Year	Make	Model	Vehicle Identification No. (VIN)	Length	Width	Bedrooms	Baths	Value	#14

Property Code and Description Net Depreciated Value From page 2

#12 – Commercial Fishing Apparatus All fishing apparatus exclusively used by a commercial fisherman in the business of fishing, gears, nets, trawler coils, fish trawls, etc. A \$500 value exemption will be applied.

#16 – Furniture & Fixtures Furniture, fixtures and equipment of all commercial, residential, manufacturing, mercantile, trading and all other businesses, occupation and professions. Examples: desks, chairs, tables, file cabinets, typewriters, calculators, ring machines, telephones (including mobile telephones), televisions, answering machines, fax machines, postage meters, cash registers, microwave air conditioners, partitions, shelving, display racks, refrigerators, freezers, kitchen equipment, etc.

#17 – Farm Machinery Farm machinery (e.g., tractors, harvesters, bush hogs, hay mowers, hay balers, corn crushers, milking machines, milk tanks, corders, truck wagons, discers, back hoes, hydroponic farm equipment, agriculture equipment, etc.) listed in the description of item.

#18 – Farming Tools Farm tools (e.g., hoes, rakes, pitch forks, shovels, hoes, brooms, etc.).

#19 – Mechanics Tools Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).

#20 – Electronic Data Processing Equipment Electronic data processing equipment (e.g., computers, printers, peripheral computer equipment and any computer-based equipment acting as a computer as defined under Section 166 of the IRS Code of 1986, etc.). Includes software as loaded and installed.

#23 – Average Supplies The average monthly quantity of supplies normally consumed in the course of business (e.g., pens, paper, ink, toner, staples, computer paper, pencils, pens, markers, erasers, paper clips, medical and dental supplies and diagnostic supplies, etc.).

#24 – Other All Other Goods, Claims and Effects Any other taxable personal property previously mentioned or which does not appear to fit into any of the other categories (e.g., video tapes, vending machines, jigsaw games, video games, video games, televisions, video cameras, video camcorders, baseball bats, golf clubs and construction in progress, CDP).

Total Assessment – all codes #9 through #24 **Subtotal** >

#25 – Penalty for failure to file as required by statute – 25% of assessment

Exemption – Check box adjacent to the exemption you are claiming:
 Farming Tools - \$500 value Horse/ponies \$1000 assessment per animal Mechanics Tools - \$500 value
 Municipal Lessee Commercial Fishing Apparatus - \$500 value

All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by the required return date:
 E & H - Childhood Mortality/Dependent Zone/Enterprise Corridor Zone - Exemption application M-55 required annually
 Farm Machinery \$100,000 assessment - Exemption application M-29 required annually
 Water Pollution or Air Pollution control equipment - Connecticut DREP certificate required - prorated only

Total Net Assessment **Assessor's Final Assessment Total** >

Page 3

05



ADDITIONAL INFORMATION & Q&A

Have we learned the answers for these business owners?

Jack has only an online presence and only uses his computer and cell phone to operate his business and he uses the same computer and phone for his personal use.

Jill's business isn't profitable yet, so she thinks she shouldn't have to file.

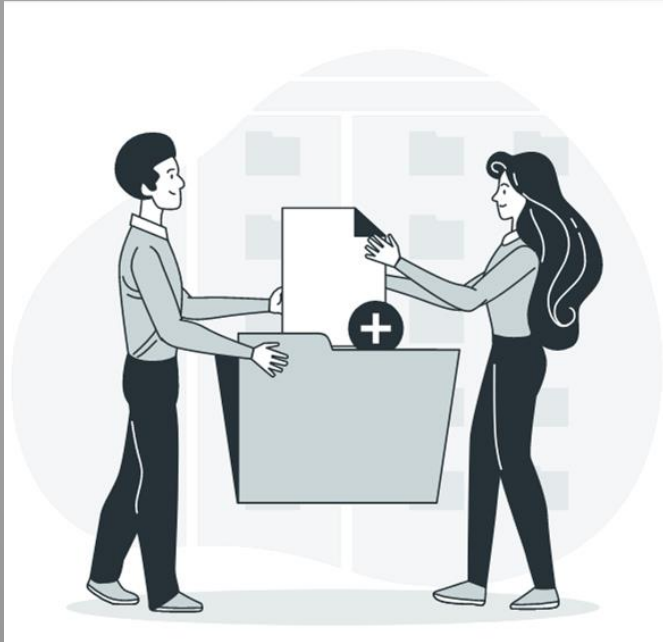
Mike said he is doing carpentry work out of his old truck. He inherited most of his tools from his Dad 25 years ago. He thinks he shouldn't have to file because they aren't worth anything and he didn't pay for them, so they don't really count.

Melanie is a hairdresser but only rents a chair at a local salon, but doesn't own it, why did she get a declaration?

Do these business owners need to file?

REQUESTING AN EXTENTON

CGS 12-42 & 12-81K



The Assessor may grant a filing extension for good cause. “I forgot”, “I didn’t receive a declaration”, and “I was on vacation”, are not *good cause*. Extensions must be requested in writing on or before November 1st (PA 19-200) for the request to be considered.

AUDITS

CGS 12-53

The Assessor is authorized to audit declarations, within 3 years of the date of the required filing.

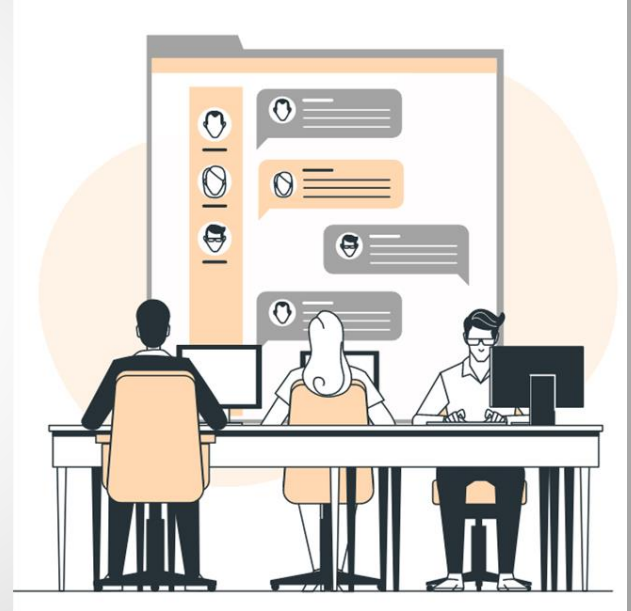
Substantial penalties are applicable if such an audit reveals property not declared as required by law.



APPEALS

CGS 12-111

- Appeal forms will be available on our website or in our office by Feb 1st and it must be filled out completely.
- The due date for appeals is February 20th and will be stated on the form and our website.
- The Board of Assessment Appeals will hold hearings in March and appointment information will be provided by email and/or mail.
- Submit any documentation or proof of value for the Board to consider when submitting appeal form.
- A decision letter by mail will be sent stating the outcome of your appeal.
- Per CGS 12-117a, within 2 months of the mailing of your decisions you can file an appeal to the Supreme Court.



REVIEW IMPORTANT DATES



- **Due Date: November 1st**
- Granted Extensions are due December 15th
- If you do not file by Nov 1, you will have a 25% penalty added to your assessment
 - If you do not file, the Assessor will have to estimate the assessment of the personal property assets along with adding the 25% penalty

BEST PRACTICES



- Do not write “no change” or “same as last year” on your form. This is considered incomplete and will be estimated and penalized 25%.
- If you need assistance or clarification, we are a phone call or email away. Do not wait until the last week of filing to ask for help.
- If you claim your personal computer on your Federal Tax Return as a business asset, you need to put it on your declaration. This goes for all business assets.

Do you still have questions?
We can help you!

personalproperty@manchesterct.gov
(860) 647-3016
Assessors Office



Here is a sample business if you'd like to practice completing a declaration.

YEAR ACQUIRED (YR ENDING)	COST (INCLUDING TRANSPORT & INSTALL)	ITEM DSCRIPTION (& QUANTITY	CODE	DISPOSAL DATE
9/1/2018	500	1 DESK	16	10/5/2023
9/1/2018	200	1 DESK CHAIR	16	
12/1/2018	800	4 WAITING ROOM CHAIRS	16	
10/5/2023	1200	2 DESKS	16	
10/5/2023	500	2 DESK CHAIRS	16	
11/20/2018	1100	1 COMPUTER	20	7/6/2024
11/20/2018	250	1 PRINTER	20	
9/15/2021	2500	SECURITY SYSTEM	20	
7/6/2024	3600	2 COMPUTERS	20	
7/6/2024	500	1 PRINTER	20	
2/1/2019	2000	4 PARTITIONS INSTALLED	24	

Remember that the assessment year is 10/2/prior year – 10/1/reporting year. For items acquired after 10/2, they are reported under the following year on the declaration. 10/5/2023 is reported for 2024, for example.

(Because we don't have a prior year declaration to compare for this practice example, we don't have a place to subtract the disposals. But to get into the habit of recording a disposal, we have included them here. Remember that you don't add or included disposed assets in the code boxes.)

Disposed assets are reported in the year they are disposed
 (and subtracted from their corresponding code and year,
 where you reported them on last year's declaration).

DISPOSAL, SALE OR TRANSFER OF PROPERTY REPORT

Disposal, sale or transfer of property – If you disposed of, sold or transferred a portion of the property included in last year's filing, complete the Detailed Listing Of Disposed Assets Report And Reconciliation Of Fixed Assets on page 6. If you no longer own the business noted on the cover sheet you do not need to complete this declaration. You must, however, return to the Assessor this declaration along with the complete AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS FOUND in this return. DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY REPORTING SECTION.

DETAILED LISTING OF DISPOSED ASSETS COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Removal Date	Code #	Description of Item	Date Acquired	Acquisition Cost
10/05/2023	16	1 DESK	9/1/2018	500
7/6/2024	20	1 COMPUTER	11/20/2018	1100

DETAILED LISTING OF ASSETS HAVING AN ORIGINAL VALUE LESS THAN \$250 COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Pursuant to CGS 12-81(79) – Listing of assets purchased prior to 10/1/14 with an original value less than or equal to \$250

Description of Item	Date Acquired	Acquisition Cost

Let's check your work! Did you record the Code 16 items
in the left column?

Calculate the depreciated value by multiplying by the % Good
and put the total in the right column.

#16 - Furniture, fixtures and equipment			
Year Ending	Original cost, installation & transportation	% Good	Depreciated Value
10-1-24	1700	95%	1620
10-1-23		90%	
10-1-22		80%	
10-1-21		70%	
10-1-20		60%	
10-1-19	800	50%	400
10-1-18	200	40%	80
Prior Yrs		30%	
Total	2700	Total	2100

Your code 20 should like this when you are done.

# 20 -- Electronic data processing equipment			
In accordance with Section 168 IRS Codes			
Computers Only			
Year Ending	Original cost, installation & transportation	% Good	Depreciated Value
10-1-24	4100	95%	3900
10-1-23		80%	
10-1-22		60%	
10-1-21	2500	40%	1000
Prior Yrs	250	20%	50
Total	6850	Total	4950

#24a – Other Goods - including leasehold improvements

Year Ending	Original cost, installation & transportation	% Good	Depreciated Value
10-1-24		95%	
10-1-23		90%	
10-1-22		80%	
10-1-21		70%	
10-1-20		60%	
10-1-19	2000	50%	1000
10-1-18		40%	
Prior Yrs		30%	
Total	2000	Total	

We talked about expensed supplies back on slide 32.
We can peek at that again.

23 - Expensed Supplies

The average is the total amount expended on supplies since October 1, 2023 divided by the number of months in business since October 1, 2023.

Year Ending	Total Expended	# of Months	Average Monthly
9-30-24	1200	12	100

Code #23



Average Supplies



The average monthly quantity of supplies normally consumed in the course of business.

This code does not need to be broken down by year – it is a monthly/yearly total



Examples:

- Office Supplies
- Cleaning Supplies
- Toner, Paper
- Mechanic/Plumber/Carpenter, etc - rags, booties, gloves, flux, Teflon tape, sandpaper...
- Medical and Dental Supplies
- Maintenance Supplies

Inventory is not taxable. If you itemize it on your customers' invoices, it is inventory.

Now you will take the total depreciated amount from each code and put them in the corresponding code on the summary sheet at the end.

The Assessment staff will review your declaration, recheck your math. Hopefully they won't add a penalty because your dec is complete and filed on time, right?

The subtotal at the end times 70% (the assessment rate) will equal your assessment. If you qualify and filed for any exemptions, they are also calculated here for a final assessment total.

Property Code and Description	Net Depreciated Value pages 5 & 6	Code	ASSESSMENTS
#9 - Motor Vehicles Unregistered motor vehicles (e.g. motor homes, tent or truck campers, travel trailers, snowmobiles, utility trailers, passenger cars, tractors, off-road construction vehicles, etc.) including any vehicle garaged in Connecticut registered in another state. Snowmobiles, ATVs, or residential utility trailers used exclusively for personal use are not to be reported. CGS 12-81 (82), §§ 10-1-2024			#9
#10 - Machinery & Equipment Industrial manufacturing machinery and equipment (e.g., tools, dies, jigs, patterns, etc.). Include air and water pollution control equipment.			#10
#11 Horses And Ponies Describe your horses and ponies. A \$1,000 assessment exemption per animal will be applied. If you are a farmer, the exemption may be 100% provided Form M-28 is filed with and approved by the Assessor.			#11
#12 - Commercial Fishing Apparatus All fishing apparatus exclusively used by a commercial fisherman in the business (e.g., fishing poles, nets, lobster pots, fish finders, etc.). A \$500 value exemption will be applied.			#12
#13 -Manufacturing machinery & equipment Manufacturing machinery and equipment used in manufacturing; used in research or engineering devoted to manufacturing; or used for the significant servicing or overhauling of industrial machinery or factory products and eligible for exemption under CGS 12-81 (76). (Formerly property Codes 13 & 15)			#13
#14 Mobile Manufactured Homes if not currently assessed as real estate			#14
#16 - Furniture & Fixtures Furniture, fixtures and equipment of all commercial, industrial, manufacturing, mercantile, trading and all other businesses, occupations and professions. Examples: desks, chairs, tables, file cabinets, typewriters, calculators, copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machines, postage meters, cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitchen equipment, etc.	2100		#16
#17 - Farm Machinery Farm machinery (e.g., tractors, harrows, brush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, aquaculture equipment, etc.), used in the operation of a farm.			#17
#18 - Farming Tools Farm tools (e.g., hoes, rakes, pitch forks, shovels, hoses, brooms, etc.).			#18
#19 - Mechanics Tools Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).			#19
#20 - Electronic Data Processing Equipment Electronic data processing equipment (e.g., computers, printers, peripheral computer equipment, and any computer-based equipment acting as a computer as defined under Section 168 of the IRS Code of 1986, etc.). Bundled software is taxable and must be included.	4950		#20
#21 - Telecommunications Equipment Excluding furniture, fixtures, and computers, #21a includes cables, conduits, antennae, batteries, generators or any equipment not deemed technologically advanced by the Assessor. #21b includes controllers, control frames, relays switching and processing equipment or other equipment deemed technologically advanced by the Assessor.			#21
#22 - Cables, conduits, pipes, poles, towers (if not currently assessed as real estate), underground mains, wires, turbines, Class I Renewables, Cylinder and other Tanks of gas, heating, or energy producing companies, telephone companies, water and water power companies. Include items annexed to the ground (e.g., hydraulic car lifts, gasoline holding tanks, pumps, truck scales, etc.), as well as property used for the purpose of creating or furnishing a supply of water (e.g. pumping stations).			#22
#23 - Expensed Supplies The average monthly quantity of supplies normally consumed in the course of business (e.g., stationary, post-it notes, toner, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies and maintenance supplies, etc.).	100		#23
#24 - Other All Other Goods, Chattels and Effects Any other taxable personal property not previously mentioned or which does not appear to fit into any of the other categories. (e.g., video tapes, vending machines, pinball games, video games, signs, billboards, coffee makers, water coolers, leasehold improvements and construction in progress (CIP)).	1000		#24
Total Net Depreciated and Assessment – all codes #9 through #24	Subtotal	8150	
#25 - Penalty for failure to file as required by statute – 25% of assessment			#25
Exemption - Check box adjacent to the exemption you are claiming:			
<input type="checkbox"/> I - Farming Tools - \$500 value	<input type="checkbox"/> I - Horses/ponies \$1000 assessment per animal	<input type="checkbox"/> I - Mechanic's Tools - \$500 value	
<input type="checkbox"/> K - Municipal Leased	<input type="checkbox"/> M - Commercial Fishing Apparatus - \$500 value		
All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by the required return date			
<input type="checkbox"/> G & H - Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption application M-55 required annually			
<input type="checkbox"/> I - Farm Machinery \$100,000 assessment - Exemption application M-28 required annually			
<input type="checkbox"/> J - Class I Renewable - Exemption Application M-44 required.			
<input type="checkbox"/> J - Water Pollution or Air Pollution control equipment – Connecticut DEEP certificate required – provide copy			
<input type="checkbox"/> U - Manufacturing Machinery & Equipment Claim Form - Exemption claim required annually			
Assessor's Final Assessment Total			

WELL
done
you
Did
It!

The image features the text "WELL done you Did It!" arranged in five lines. The words "WELL", "you", "Did", and "It!" are in a bold, black, sans-serif font, while "done" is in a black cursive script. The text is decorated with several colorful stars: a green star above the 'L' in "WELL", a yellow star above the 'L' in "WELL", a blue star above the 'e' in "done", a green star to the left of the 'd' in "done", an orange star to the left of the 'y' in "you", a pink star to the right of the 'u' in "you", a blue star to the right of the 'y' in "you", a pink star to the left of the 'D' in "Did", a yellow star above the 'i' in "Did", a pink star to the left of the 'I' in "It!", and a blue star to the left of the 'I' in "It!".