

Town of Salem  
Assessor's Office  
270 Hartford Rd  
Salem, CT 06420-3813

## Salem, Connecticut 2017 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 are still operating the business and still own and have failed to declare your taxable personal property.

### **AFFIDAVIT OF BUSINESS TERMINATION OR MOVE OR SALE OF BUSINESS OR PROPERTY**

I	_____	of	_____	at	_____
	Business or property owners name		Business Name (if applicable)		Street location
	With regards to said business or property I do so certify that on _____ Said business or property was (indicate which one by circling):				
			Date		
SOLD TO:	_____		_____		
	Name		Address		
MOVED TO:	_____		_____		
	City/Town and State to where business or property was moved		Address		
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** – Failure to file timely will result in a penalty equal to 25% of the assessment of the personal property. This declaration must be filed or postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) no later than:

**Wednesday, November 1, 2017**  
**Salem Assessor's Office Hours are Monday – Thursday 8:30am – 4:00pm. Closed Fridays**

## INSTRUCTIONS

As per CGS 12-63, the Assessor must determine the “present true and actual value” and in determining such value may use the accepted methods of comparable sales, cost less depreciation and income capitalization.

Not all sections are applicable to every business. Please read the following instructions and complete all relevant sections.

### Who Should File --

All owners of taxable personal property.

### Declaration –

1. **Owners of:**
  - a. **Non-Connecticut registered motor vehicles**
  - b. **Horses, ponies and thoroughbreds**
  - c. **Mobile manufactured home** -not assessed as real estate
2. **Businesses, occupations, farmers, and professionals** need to complete: (Commercial and cost information is not open to public inspection )
  - Business Data (page 3).
  - Lessee’s Listing Report (page 4).
  - Disposal, Sale or Transfer of Property Report (page 4)
  - Taxable Property Information (pages 5-7).
  - **Sign the Declaration of Personal Property Affidavit** on page 8.
3. **Lessors** need to complete: (Commercial and cost information is not open to public inspection )
  - Business Data (page 3).
  - Lessor’s Listing Report (page 3)
  - Disposal, Sale or Transfer of Property Report (page 4)
  - Taxable Property Information (pages 5-7).
  - **Sign the Declaration of Personal Property Affidavit** on page 8.

### Filing Requirements –

1. The Personal Property Declaration must be filed annually on or before November 1 (or the Monday following if November 1 falls on Saturday or Sunday) (CGS §12-42).
2. A Personal Property Declaration not filed will result in a value determined by the Assessor from the best available information (CGS §12-53b).
3. Declarations filed with “same as last year” are **INSUFFICIENT** and shall be considered an incomplete declaration.
4. Manufacturing machinery and equipment or biotechnology machinery and equipment eligible for exemption under CGS 12-81 (72) & (76) were previously declared under Codes 13 & 15. Those items are declared under Code 13 for all years.

### Penalty of 25% is Applied –

1. When no declaration is filed or a declaration is not signed, a 25% penalty is applied to the assessment. [See 2. under Filing Requirements.]
2. When declarations are submitted after November 1 [See 1. under Filing Requirements] and an extension has **NOT** been granted (see Extensions) a 25% penalty is applied to the assessment. Returns mailed in must have a postmark (as

defined in C.G.S. Sec 1-2a) of November 1 [See 1. under Filing Requirements.] or before.

3. When an extension is granted (see Extensions) and the declaration is not filed by the extension deadline, a 25% penalty is applied to the assessment.
4. When omitted property is discovered, the 25% penalty is applied to the difference in the assessed value as determined by the results of the discovery and the assessment as determined by the originally filed declaration.

### Exemptions-

1. On page 7, check the box adjacent to the exemption you are claiming.
2. **Note** that several exemptions require an additional application in order to receive that exemption. Please request the form number noted from the Assessor’s Office. The Manufacturers Machinery & Equipment Exemption Claim form & its itemized lists for Code 13 property may be requested if not included with this declaration.
3. The extension to file the Personal Property Declaration, if granted, may not apply to all required exemption applications and may require a late filing fee. Check with the Assessor.

### Signature Required –

1. The owners shall sign the declaration (page 8).
2. The owner’s agent may sign the declaration. In which case the declaration must be duly sworn to or notarized.
3. Corporate officers signing for their corporations must have the returns properly sworn to or notarized; or provide the Assessor with a statement bearing the corporate seal and signed by the corporate secretary setting out the office held by the signer of the declaration and dates office held.

### Extension –

The Assessor may grant a filing extension **for good cause** (CGS §12-42 & §12-81K). If a request for an extension is needed, you need to contact the Assessor in writing by the **required filing date** [See 1. under Filing Requirements].

### Audit –

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 (CGS §12-53).

**Before Filing  
Make Copies of Completed Declaration  
for Your Records**

### Example of how to complete the tables on pages 5 and 6

How should the following be declared?

June 2015, you bought a desk for \$300 and a chair for \$80. In October 2015 you buy a display rack for \$400. You have a filing cabinet you bought 10 years ago for \$100 that is being used in your business. A friend gave you a used bookcase, in February 2017, which you believe, is worth \$50.

See the table to the right for the answer.

#16 - Furniture, fixtures and equipment			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17	50	95%	48
10-1-16	400	90%	360
10-1-15	380	80%	304
10-1-14		70%	
10-1-13		60%	
10-1-12		50%	
10-1-11		40%	
Prior Yrs	100	30%	30
Total	930	Total	742

**Assessor’s  
Use Only**

#16 \_\_\_\_\_

# 2017 PERSONAL PROPERTY DECLARATION

Commercial and financial information is not open to public inspection

List or Account #: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_  
 DBA: \_\_\_\_\_  
 Location (street & number) \_\_\_\_\_

Assessment date October 1, 2017  
 Required return date November 1, 2017

**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
	<input type="checkbox"/>	<input type="checkbox"/>

**10. Are there any other business operations that are operating from your address here in this town? If yes give name and mailing address.**

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

**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)**

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

**12. Did you have in your possession on October 1<sup>st</sup> any borrowed, consigned, stored or rented property? If yes, complete Lessee's Listing Report (page 4)**

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

**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"/>



List or Account#: \_\_\_\_\_

Assessment date October 1, 2017

Owner's Name: \_\_\_\_\_

Required return date November 1, 2017

**Assessor's  
Use Only**

# 9 – Motor Vehicles Unregistered motor vehicles & vehicles garaged in Connecticut but registered in another state			
Year	VEHICLE 1	VEHICLE 2	VEHICLE 3
Make			
Model			
VIN			
Length			
Weight			
Purchase \$			
Date			
Value			

#10 – Manufacturing machinery & equipment not eligible under CGS 12-81 (76) for exemption			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		90%	
10-1-15		80%	
10-1-14		70%	
10-1-13		60%	
10-1-12		50%	
10-1-11		40%	
Prior Yrs		30%	
Total		Total	

# 9 | \_\_\_\_\_  
#10 | \_\_\_\_\_

#11 – Horses and Ponies			
	#1	#2	#3
Breed			
Registered			
Age			
Sex			
Quality			
Breeding			
Show			
Pleasure			
Racing			
Value			

#12 – Commercial Fishing Apparatus			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		90%	
10-1-15		80%	
10-1-14		70%	
10-1-13		60%	
10-1-12		50%	
10-1-11		40%	
Prior Yrs		30%	
Total		Total	

#11 | \_\_\_\_\_  
#12 | \_\_\_\_\_

#13 – Manufacturing machinery & equipment eligible under CGS 12-81(76) for exemption - must complete exempt claim.			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		90%	
10-1-15		80%	
10-1-14		70%	
10-1-13		60%	
10-1-12		50%	
10-1-11		40%	
Prior Yrs		30%	
Total		Total	

#14 – Mobile Manufactured Homes if not currently assessed as real estate			
Year	#1	#2	#3
Make			
Model			
ID Number			
Length			
Width			
Bedrooms			
Baths			
Value			

#13 | \_\_\_\_\_  
#14 | \_\_\_\_\_

#16 - Furniture, fixtures and equipment			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		90%	
10-1-15		80%	
10-1-14		70%	
10-1-13		60%	
10-1-12		50%	
10-1-11		40%	
Prior Yrs		30%	
Total		Total	

#18 – Farm Tools			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		90%	
10-1-15		80%	
10-1-14		70%	
10-1-13		60%	
10-1-12		50%	
10-1-11		40%	
Prior Yrs		30%	
Total		Total	

#16 | \_\_\_\_\_  
#18 | \_\_\_\_\_

#17 – Farm Machinery			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		90%	
10-1-15		80%	
10-1-14		70%	
10-1-13		60%	
10-1-12		50%	
10-1-11		40%	
Prior Yrs		30%	
Total		Total	

#18 – Farm Tools			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		90%	
10-1-15		80%	
10-1-14		70%	
10-1-13		60%	
10-1-12		50%	
10-1-11		40%	
Prior Yrs		30%	
Total		Total	

#17 | \_\_\_\_\_  
#18 | \_\_\_\_\_

List or Account#: \_\_\_\_\_

Assessment date October 1, 2017

Owner's Name: \_\_\_\_\_

Required return date November 1, 2017

#19 – Mechanics Tools			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		90%	
10-1-15		80%	
10-1-14		70%	
10-1-13		60%	
10-1-12		50%	
10-1-11		40%	
Prior Yrs		30%	
<b>Total</b>		<b>Total</b>	

# 20 -- Electronic data processing equipment			
In accordance with Section 168 IRS Codes Computers Only			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		80%	
10-1-15		60%	
10-1-14		40%	
Prior Yrs		20%	
<b>Total</b>		<b>Total</b>	

#19 \_\_\_\_\_  
#20 \_\_\_\_\_

#21a Telecommunication company equipment not technologically advanced –include previously coded #21c property with #21a			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		90%	
10-1-15		80%	
10-1-14		70%	
10-1-13		60%	
10-1-12		50%	
10-1-11		40%	
Prior Yrs		30%	
<b>Total</b>		<b>Total</b>	

#21b Telecommunication company equipment technologically advanced–include previously coded #21d property with #21b			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		80%	
10-1-15		60%	
10-1-14		40%	
Prior Yrs		20%	
<b>Total</b>		<b>Total</b>	

21a and 21b Total

#21 \_\_\_\_\_

#22 – Cables, conduits, pipes, etc			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17			
10-1-16			
10-1-15			
10-1-14			
10-1-13			
10-1-12			
10-1-11			
Prior Yrs			
<b>Total</b>		<b>Total</b>	

Check here if a DPUC regulated utility

# 23 - Expensed Supplies			
The average is the total amount expended on supplies since October 1, 2016 divided by the number of months in business since October 1, 2016.			
Year Ending	Total Expended	# of Months	Average Monthly
10-1-17			

#22 \_\_\_\_\_  
#23 \_\_\_\_\_

#24a – Other Goods - including leasehold improvements			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		90%	
10-1-15		80%	
10-1-14		70%	
10-1-13		60%	
10-1-12		50%	
10-1-11		40%	
Prior Yrs		30%	
<b>Total</b>		<b>Total</b>	

#24b -- Rental Entertainment Medium			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-17		95%	
10-1-16		80%	
10-1-15		60%	
10-1-14		40%	
Prior Yrs		20%	
<b>Total</b>		<b>Total</b>	

# of video tapes \_\_\_\_\_ # of DVD movies \_\_\_\_\_  
# of music CD's \_\_\_\_\_ # of video games \_\_\_\_\_

24a and 24b Total

#24 \_\_\_\_\_

**RECONCILIATION OF FIXED ASSETS**

\*Complete Detailed Listing of Disposed Assets –page 4

Assets declared 10/1/16 \_\_\_\_\_

\* Assets disposed since 10/1/16 \_\_\_\_\_

Assets added since 10/1/16 \_\_\_\_\_

Assets declared 10/1/17 \_\_\_\_\_

Expensed equipment last year \_\_\_\_\_

Capitalization Threshold \_\_\_\_\_

# 2017 PERSONAL PROPERTY DECLARATION – SUMMARY SHEET

Commercial and financial information is not open to public inspection.

Assessment date October 1, 2017  
Required return date November 1, 2017

List or Account#: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_  
 DBA: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

**This Personal Property Declaration must be signed  
and delivered or postmarked by  
Wednesday, November 1, 2017 to  
Salem Assessor  
270 Hartford Rd  
Salem, CT 06420-3813**

Location (street & number) \_\_\_\_\_

<b>Property Code and Description</b>	<b>Net Depreciated Value</b> pages 5 & 6	<b>ASSESSOR'S USE ONLY</b>	
		<b>Code</b>	<b>ASSESSMENTS</b>
<b>#9 Motor Vehicles</b> UNREGISTERED motor vehicles (e.g. campers, RV's, snowmobiles, trailers, trucks, passenger cars, tractors, off-road construction vehicles, etc.) including any vehicle garaged in Connecticut but registered in another state, or any such vehicle not registered at all. If you are a farmer eligible for the exemption under Sec. 12-91, list tractors in Code 17.		<b>#9</b>	
<b>#10 - Machinery &amp; Equipment</b> Industrial manufacturing machinery and equipment (e.g., tools, dies, jigs, patterns, etc.). Include air and water pollution control equipment.		<b>#10</b>	
<b>#11 Horses And Ponies</b> 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.		<b>#11</b>	
<b>#12 - Commercial Fishing Apparatus</b> All fishing apparatus exclusively used by a commercial fisherman in his business (e.g., fishing poles, nets, lobster pots, fish finders, etc.). A \$500 value exemption will be applied.		<b>#12</b>	
<b>#13 -Manufacturing machinery &amp; equipment</b> 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)		<b>#13</b>	
<b>#14 Mobile Manufactured Homes</b> if not currently assessed as real estate		<b>#14</b>	
<b>#16 - Furniture &amp; Fixtures</b> 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.		<b>#16</b>	
<b>#17 - Farm Machinery</b> Farm machinery (e.g., 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.), used in the operation of a farm.		<b>#17</b>	
<b>#18 - Farming Tools</b> Farm tools, (e.g., hoes, rakes, pitch forks, shovels, hoses, brooms, etc.).		<b>#18</b>	
<b>#19 - Mechanics Tools</b> Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).		<b>#19</b>	
<b>#20 - Electronic Data Processing Equipment</b> 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.		<b>#20</b>	
<b>#21 - Telecommunications Equipment</b> 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.		<b>#21</b>	
<b>#22 - Cables, conduits, pipes, poles, towers</b> (if not currently assessed as real estate), <b>underground mains, wires, turbines, etc.</b> , 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).		<b>#22</b>	
<b>#23 - Expensed Supplies</b> 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.).		<b>#23</b>	
<b>#24 - Other All Other Goods, Chattels and Effects</b> 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, <b>leasehold improvements</b> .)		<b>#24</b>	
<b>Total Assessment – all codes #9 through #24</b> <span style="float: right;"><b>Subtotal &gt;</b></span>			
<b>#25 – Penalty</b> for failure to file as required by statute – 25% of assessment		<b>#25</b>	
<b>Exemption</b> - Check box adjacent to the exemption you are claiming:			
<input type="checkbox"/> <b>I</b> – Mechanic's Tools - \$500 value <input type="checkbox"/> <b>M</b> – Commercial Fishing Apparatus - \$500 value <input type="checkbox"/> <b>I</b> – Farming Tools - \$500 value <input type="checkbox"/> <b>I</b> – Horses/ponies \$1000 assessment per animal			
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"/> <b>J</b> – Water Pollution or Air Pollution control equipment – Connecticut DEEP certificate required – provide copy			
<input type="checkbox"/> <b>I</b> – Farm Machinery \$100,000 assessment - Exemption application M-28 required annually			
<input type="checkbox"/> <b>G &amp; H</b> – Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption application M-55 required annually			
<input type="checkbox"/> <b>U</b> – Manufacturing Machinery & Equipment - Exemption claim required annually			
<b>Total Net Assessment</b>		<b>Assessor's Final Assessment Total &gt;</b>	

