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

## Salem, Connecticut 2022 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.

		TERMINATION OR MOVE OR		
	of		at	
Business or propert	y owners name	Business Name (if applicable)		Street location
With regards to s	aid business or property I do so	certify that on S	Said business or prope	erty was (indicate which one by circling)
		Date		
SOLD TO:				
	Name		Address	
MOVED TO:				
	City/Town and State to where busine	ss or property was moved	Address	
TERMINATED:	Attach Bill of Sale or Le	etter of dissolution to this form a	and return it with this	affidavit to the Assessor's office
The sig	ner is made aware that the pena	Ity for making a false affidavit is a	\$500.00 fine or impri	sonment for one year or both.
0		, ,		5
Signature		Pri	nt 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:

Tuesday, November 1, 2022

Salem Assessor's Office Hours are Mon-Wed 8AM-5PM. Thursday 8AM-6PM. 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).
- 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.
- 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 -

- When no declaration is filed or a declaration is not signed, a 25% penalty is applied to the assessment. [See 2. under Filing Requirements.]
- 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 2020, you bought a desk for \$300 and a chair for \$80. In October 2021 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 2022, which you believe, is worth \$50.

See the table to the right for the answer.

#16 - Furni	ture, fixtures and e	quipment	
Year Ending	Acquisition Cost	% Good	Depreciated Value
10-1-22	50	95%	48
10-1-21	400	90%	360
10-1-20	380	80%	304
10-1-19		70%	
10-1-18		60%	
10-1-17		50%	
10-1-16		40%	
Prior Yrs	100	30%	30
Total	930	Total	742

Assessor's Use Only

#16

# 2022 PERSONAL PROPERTY DECLARATION Commercial and financial information is not open to public inspection

List or Account #:		As	sessment date October 1, 2022
Owner's Name:		Required	d return date November 1, 2022
DBA:			
Location (street & number)			
BUSINESS DATA For businesses, occur	apations, professions, farmers, lessors Answe	er all questions 1 through 12, writing N/A on	lines that are not applicable.
1. Direct questions	s concerning return to -	2. Location of accounting r	ecords -
Name			
Address			
Phone / Fax ( )	/ ( )	( )	/ ( )
3. Description of Business			
4. How many employees work in y	your facilities in this town only?		
5. Date your business began in thi	-		—
	ur firm occupy at your location(s) in the	his town?	 Sq. ft. Own ∏ Lease ∏
	ration 🗌 Partnership 🔲 LLC		
	facturer  Wholesale  Service		
	Describe	IRS Business Activi	Yes No
	of the property included in this declara		
for at least 3 months? If yes, id	entify by specific months, code, cost,	, and location(s).	
<b>10.</b> Are there any other business o	perations that are operating from you	Ir address here in this town?	
If yes give name and mailing a			
	property that is leased or consigned t	to others in this town?	
If yes, complete Lessor's Listi 12. Did you have in your possessio	i <b>ng Report</b> ( <i>below)</i> on on October 1 <sup>st</sup> any borrowed, cons	signed stored or rented property?	
If yes, complete Lessee's List			
	n order to avoid duplication of assessme		
Lessors: (Please note that property un information is reported in prescribed for	der conditional sales agreements <b>must</b> b rmat.	e reported by the lessor.) Computerized	filings are acceptable as long as all
	Lessee #1	Lessee #2	Lessee #3
Name of Lessee			
Lessee's address			
Physical location of equipment			
Full equipment description			
Is equipment self-manufactured?	Yes 🗌 No 🗌	Yes 🗌 No 🗌	Yes 🗌 No 🗌
Acquisition date			
Current commercial list price new			
Has this lease ever been purchased, assumed or assigned?	Yes 🗌 No 🗌	Yes 🗌 No 🗌	Yes 🗌 No 🗌
If yes, specify from whom			
Date of such purchase, etc.			
If original asset cost was changed by this transaction, give details.			
Type of lease	□Operating □Capital □Conditional Sale	□Operating □Capital □Conditional Sale	Operating     Capital     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 A Lessor Lessee	Yes 🗌 Lessor 🗌 Lessee 🗌	Yes Lessor Lessee

Owner's Name:

Year Included

herein prescribed, sh	NG REPORT Pursuant to Connecticut General S y you but in your possession as of the assessment dat all result in the presumption of ownership and subsequ be reported includes (but is not limited to) dumpsters,	uent tax liability plus penalties. Property yo	declare, in the form and manner as u do not lease that may be in your
Yes No Did you	dispose of any leased items that were in your possess or a description of the property and the date of disposit	ion on October 1, 2021? If ion in the space to the right.	
Did you If yes, in	acquire any of the leased items that were in your poss dicate previous lessor, item(s) and date(s) acquired in	ession on October 1, 2021? the space to the right.	
Is the co cost in the	st of any of the equipment listed below declared anywl ne 'Acquisition Cost' row.	here else on this declaration? If yes, note y	vear in the 'Year Included' row and list
	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 🗌 No 🗌	Yes 🗌 No 🗌	Yes 🗌 No 🗌
Lease Term – Beginning/End			
Monthly rent			
Acquisition Cost			

#### 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

Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost

#### **TAXABLE PROPERTY INFORMATION**

- 1) 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.
  - b) 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, 2021 is reported in the year ending October 1, 2022).
- Computerized filings are acceptable as long as all information is reported in prescribed format.
- 4) Do not include disposed assets. Disposals are used to reconcile last year's reporting with this year's reporting.

#### List or Account#:

#### Owner's Name:

garaged in Connecticut but rec			cles & vehicles er state		nufacturing machinery & SS 12-81 (76) for exemp				Assesso
VEHICLE 1			VEHICLE 3	Year	Original cost, trans-	%	Depreciated Value		Use Or
Year				Ending	portation & installation	Good	•		030 01
Make				10-1-22		95%			
Model				10-1-21		90%			
VIN				10-1-20		80%			
Length				10-1-19		70%			
Weight				10-1-19		60%			
Purchase \$				10-1-17		50%			
Date				10-1-16		40%			l.
Malaa				Prior Yrs		30%		#9	
Value				Total		Total		#10	
#11 – Horses and Ponies	1			#12 – Co	mmercial Fishing Appar	atus			
#1	#2	2	#3	Year	Original cost, trans-	%	Depreciated Value		
Breed				Ending	portation & installation	Good			
Registered				10-1-22		95%			
Age				10-1-21		90%			
Sex				10-1-20		80%			
Quality				10-1-19		70%			
Breeding				10-1-18		60%			
Show				10-1-18		50%			
Pleasure						40%			
				10-1-16				ш	l
Racing Value				Prior Yrs Total		30% Total		#11 #12	
10-1-22 10-1-21	95% 90% 80%			Make Model ID Numbe	er				
10 1 00									
10-1-19	70%			Length					
10-1-20 10-1-19 10-1-18 10-1-17	70% 60%			Length Width	\$				
10-1-19 10-1-18 10-1-17	70% 60% 50%			Length Width Bedroom	S				
10-1-19 10-1-18 10-1-17 10-1-16	70% 60% 50% 40%			Length Width	S			#12	
10-1-19 10-1-18 10-1-17 10-1-16 Prior Yrs	70% 60% 50% 40% 30%			Length Width Bedroom Baths	S			#13	
10-1-19 10-1-18 10-1-17 10-1-16 Prior Yrs Total	70%         60%         50%         40%         30%         Total			Length Width Bedroom	S			#13 #14	
10-1-19 10-1-18 10-1-17 10-1-16 Prior Yrs Total #16 - Furniture, fixtures and ec	70% 60% 50% 40% 30% Total			Length Width Bedroom Baths	S				
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### List or Account#:

#### Owner's Name:

Owner'	s Name:						Required return	date Nov	ember 1, 2021
#19 – Me	echanics Tools			# 20 Ele	ectronic data processing	g equipm	ient		
Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	In	accordance with Se		8 IRS Codes		
10-1-22		95%			Compute	rs Only			
10-1-21		90%		Year	Original cost, trans-	%			
10-1-20		80%		Ending	portation & installation	Good	Depreciated Value		
10-1-19		70%		10-1-22		95%		-	
10-1-18		60%		10-1-21		80%		-	
10-1-17		50%		10-1-20		60%			
10-1-16		40%		10-1-19 Drior Vro		40%		#10	
Prior Yrs Total		30% Total		Prior Yrs Total		20% Total		#19 #20	
								#20	
	ecommunication com advanced –include pro a	eviously	coded #21c property		ecommunication compa I–include previously coo	ded #21d	property with #21b		
Year	Original cost, trans-	%	Depreciated Value	Year	Original cost, trans-	%	Depreciated Value		
Ending	portation & installation	Good		Ending	portation & installation	Good		-	
10-1-22		95%		10-1-22		95%		-	
10-1-21		90% 80%		10-1-21		80% 60%		-	
10-1-20		80% 70%		10-1-20 10-1-19		40%		-	
10-1-19		60%		Prior Yrs		20%		-	
10-1-17		50%		Total		Total			
10-1-16		40%		Total		Total			
Prior Yrs		30%							
Total		Total			21a and 21b	Total		#21	
	bles, conduits, pipes,			# 23 - Exr	pensed Supplies			1	
Year	Original cost, trans-	%	Depreciated Value		age is the total amount of	evnende	d on supplies since		
Ending 10-1-22	portation & installation	Good		October 1	l, 2021 divided by the n ober 1, 2022.				
10-1-21				Year	Total Expended	# of			
10-1-20				Ending	Total Expended	Months	Average Monthly		
10-1-19				10-1-22					
10-1-18									
10-1-17									
10-1-16									
Prior Yrs									
Total		Total						#22	
	Check here if a DP							#23	
#24a – C	ther Goods - including	g leaseh	old improvements	#24b R	ental Entertainment Me	dium			
Year	Original cost, trans-	%	Depreciated Value	Year	Original cost, trans-	%	Depreciated Value		
Ending	portation & installation			Ending	portation & installation	Good			
10-1-22		95%		10-1-22		95%		-	
10-1-21		90%		10-1-21		80%		-	
10-1-20		80% 70%		10-1-20		60% 40%		-	
<u>10-1-19</u> 10-1-18		60%		10-1-19 Prior Yrs		20%		-	
10-1-18		50%		Total		Total		1	
10-1-17		40%			# of video tapes	10101	# of DVD movies		
Prior Yrs		30%			# of music CD's		# of video games		
Total		Total			24a and 24b	Total	5	#24	
Ass * Ass Ass	RECONCILIATIO mplete Detailed Listin ets declared 10/1/21 ets disposed since 10 ets added since 10/1/ ets declared 10/1/22	g of Dis /1/21	ED ASSETS boosed Assets –page 4						
-	ensed equipment last italization Threshold	year							

# 2022 PERSONAL PROPERTY DECLARATION - SUMMARY SHEET

Commercial and financial information is not open to public inspection

List or Account#:	Assessme Required return		ctober 1, 2022 ember 1, 2022
Owner's Name: This	Personal Property Decla		
DBA:	and delivered or po Tuesday, Novemb		
	Assessor of		
Mailing address:	where property	is located	
City/State/Zip:		,	Assessor's
Location (street & number)			USE ONLY
Property Code and Description	Net Deprecia Value pages 5		ASSESSMENTS
<b>#9 Motor Vehicles</b> UNREGISTERED motor vehicles (e.g. campers, RV's, snowmobiles, trailers, trucks, passen tractors, off-road construction vehicles, etc.) including any vehicle garaged in Connecticut but registered in another such vehicle not registered at all. If you are a farmer eligible for the exemption under Sec. 12-91, list tractors in Code	state, or any	#9	
<b>#10 - Machinery &amp; Equipment</b> Industrial manufacturing machinery and equipment (e.g., tools, dies, jigs, patter Include air and water pollution control equipment.	rns, etc.).	#10	
<b>#11 Horses And Ponies</b> Describe your horses and ponies. A \$1,000 assessment exemption per animal will be are a farmer, the exemption may be 100% provided Form M-28 is filed with and approved by the Assessor.	applied. If you	#11	
<b>#12 - Commercial Fishing Apparatus</b> All fishing apparatus exclusively used by a commercial fisherman in hi (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 manufactur research or engineering devoted to manufacturing; or used for the significant servicing or overhauling of industrial m 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	
<b>#16 - Furniture &amp; Fixtures</b> Furniture, fixtures and equipment of all commercial, industrial, manufacturing, merca and all other businesses, occupations and professions. Examples: desks, chairs, tables, file cabinets, typewriters, copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machines, partitions, shelving display racks, refrigerators, freezers, kitchen equipme	, calculators, stage_meters,	#16	
<b>#17 - Farm Machinery</b> Farm machinery (e.g., tractors, harrows, bush hogs, hay bines, hay rakes, balers, corn c milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, aquaculture etc.), used in the operation of a farm.	hoppers,	#17	
<b>#18 - Farming Tools</b> 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	
<b>#20 - Electronic Data Processing Equipment</b> Electronic data processing equipment (e.g., computers, print computer equipment, and any computer based equipment acting as a computer as defined under Section 168 of the 1986, etc.). Bundled software is taxable and must be included.		#20	
<b>#21 - Telecommunications Equipment</b> Excluding furniture, fixtures, and computers, #21a includes cables, ca antennae, batteries, generators or any equipment not deemed technologically advanced by the Assessor. #21b inclu controllers, control frames, relays switching and processing equipment or other equipment deemed technologically a the Assessor.	udes	#21	
<b>#22 - Cables, conduits, pipes, poles, towers</b> (if not currently assessed as real estate), <b>underground maturbines, etc.,</b> of gas, heating, or energy producing companies, telephone companies, water and water power collinclude items annexed to the ground (e.g., hydraulic car lifts, gasoline holding tanks, pumps, truck scales, etc.), as v used for the purpose of creating or furnishing a supply of water (e.g., pumping stations).	mpanies.	#22	
#23 - Expensed Supplies The average monthly quantity of supplies normally consumed in the course of busine stationery, post-it notes, toner, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical supplies and maintenance supplies, etc.).		#23	
#24 – Other All Other Goods, Chattels and Effects Any other taxable personal property not previously mentioned does not appear to fit into any of the other categories. (e.g. video tapes, vending machines, pinball games, video ga		#24	
billboards, coffee makers, water coolers, leasehold improvements. Total Assessment – all codes #9 through #24	Subtotal >		
<b>#25 – Penalty</b> for failure to file as required by statute – 25% of assessment		#25	
Exemption - Check box adjacent to the exemption you are claiming:         I - Mechanic's Tools - \$500 value         I - Farming Tools - \$500 value         I - Farming Tools - \$500 value         I - Horses/ponies \$1000 assessment per animal         All of the following exemptions require a separate application and/or certificate to be filed with the Ass         I - Water Pollution or Air Pollution control equipment - Connecticut DEEP certificate require         I - Farm Machinery \$100,000 assessment - Exemption application         M- 20 Hu	d – provide copy	date	
<b>G &amp; H –</b> Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption appl	ication M-55 required annual	<u>y</u>	
U – Manufacturing Machinery & Equipment - Exemption claim required annually Total Net Assessment Assessor's	Final Assessment To	tal >	

List or Account#:	
Owner's Name:	

	AVOID PENALTY – IMPROPERLY SIGNED DECLARATIONS REQU COMPLETE SECTION A OR SECTION B	
Section A		
completed acc personal prope	O HEREBY declare under penalty of false statement that al cording to the best of my knowledge, remembrance, and bell erty liable to taxation; and that I have not conveyed or temporar laws relating to the assessment and collection of taxes as per SEE PAGE TWO (2) FOR SIGNATURE REQUIR K ONE OWNER PARTNER CORPORATE OFFICER MEMBER	ief; that it is a true statement of all m ily disposed of any estate for the purpos Connecticut General Statutes §12-49.
Signature		Dated
-	Signature/Title	
	Signature/ I tue	
_	Print or type name	
Section B		
	REBY declare under oath that I have been duly appointed agent for the o knowledge sufficient to file a proper declaration for him in accord with the	
Agent's Signature		Dated
	Agent's Signature /Title	
-	Print or type agent's name	
		SED
Witness of agent's sv		
Subscribed and swo		Dated
	Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Co Court	mmissioner of Superior
where property	ns concerning declaration to the Assessor's Office	Check Off List: Read instructions on page 2 Complete appropriate sections Complete exemption applicatior Sign & date as required on page Make a copy for your records Return by November 1, 2022
-	ns concerning declaration to the Assessor's Office	<ul> <li>Read instructions on page 2</li> <li>Complete appropriate sections</li> <li>Complete exemption application</li> <li>Sign &amp; date as required on page</li> <li>Make a copy for your records</li> </ul>
where property	ns concerning declaration to the Assessor's Office	<ul> <li>Read instructions on page 2</li> <li>Complete appropriate sections</li> <li>Complete exemption application</li> <li>Sign &amp; date as required on page</li> <li>Make a copy for your records</li> </ul>
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