

TOWN OF SHERMAN

2017 PERSONAL PROPERTY DECLARATION

2017 Sherman Connecticut Declaration of Personal Property

Who Should File : All owners of taxable personal property. If you no longer own the above noted business or personal property assessed in your name last year, you need only to complete the AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS below and return this declaration to the Assessor. If you do not, the Assessor must assume that you are still operating the business or still own and have failed to declare your taxable personal property.

Complete: Complete the entire declaration. Writing "Same as last year" is not acceptable. Do not forget the DETAILED LISTING OF DISPOSED ASSETS REPORT (page 2) and the LESSEE'S LISTING REPORT (page 4).

Signature Required: The owners shall sign the DECLARATION OF PERSONAL PROPERTY AFFIDAVIT (page 4). The owner's agent may sign the declaration, in which case the declaration must be duly sworn to or notarized.

Extension: The Assessor may grant a filing extension for good cause (CGS §12-42). If a request for an extension is needed, you need to contact the Assessor in writing by November 1 (or the Tuesday following if November 1 falls on Saturday, Sunday or Monday)

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) no later than:

Wednesday, November 1, 2017

Assessor's Office

Direct questions concerning declaration to the Assessor's Office

Assessor's Office
P. O. Box 39
Sherman, CT 06784
860-355-0376

Tuesday - Friday

9:00 - 12:00 - 1:00 - 4:00

kretter@townofshermanct.org

Check Off List:

- Read instructions
Complete appropriate sections
Complete exemption applications
Complete disposed asset report
Corporations complete all of page 3
Make a copy for your records
Sign, date & witness as required on page 4
Return by November 1, 2017

AFFIDAVIT OF BUSINESS CLOSING OR MOVE OR SALE OF BUSINESS OR PROPERTY

I, [Business or property owners name] of [Business Name (if applicable)] at [Street location in «Town»]

With regards to said business or property I do so certify that on [Date] Said business or property was (indicate which one by circling):

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

## 2017 PERSONAL PROPERTY DECLARATION

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 One			
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>	

Circle One			
#10 – Machinery & Equipment <i>Not eligible for exemption</i> #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>	

Assessor's Use Only	
#17	
#18	
#10	
#19	
#16	
#22	
#20	
#24	
#23	

#22 Cables, conduits, pipes, poles, towers			
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>	

#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%	
<b>Total</b>		<b>Total</b>	

#24 Other All Other Goods, Chattels and Effects			
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			
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>	
In accordance with Section 168 IRS Codes – Computers Only			

# 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 Mo's	Average Monthly
10-1-17			

**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

Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost

## 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 \_\_\_\_\_

Address \_\_\_\_\_ DBA \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone / Fax \_\_\_\_\_ Street location of personal property and town. \_\_\_\_\_

E-mail \_\_\_\_\_ Description of business: \_\_\_\_\_

Type of ownership:  Corporation  Partnership  LLC  Sole Proprietor  Other-Describe \_\_\_\_\_

Type of business:  Manufacturer  Wholesale  Service  Profession  Retail/Mercantile  Tradesman  Other \_\_\_\_\_

IRS Business Activity Code \_\_\_\_\_ Square footage occupied \_\_\_\_\_ No. of Employees \_\_\_\_\_

**#9 Motor Vehicles** 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.

Year	Make	Model	Identification No.	Length	Weight	Purchase Price	Date	Value

ASSESSOR'S USE ONLY	
Code	ASSESSMENTS
#9	
#9	
#9	

**#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.

Breed	Age	Registered	Sex	Quality: Breeding/Show/Pleasure/Racing	Value

#11	
#11	
#11	

Property Code and Description	Net Dep. Value	Code	ASSESSMENTS
<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.		#10	
<b>#16 - Furniture &amp; Fixtures</b> Furniture, fixtures and equipment of all commercial, industrial, manufacturing, mercantile, trading and all other businesses, occupation 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	
<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.		#17	
<b>#18 - Farming Tools</b> Farm tools, (e.g., hoses, rakes, pitch forks, shovels, hoses, brooms, etc.).		#18	
<b>#19 - Mechanics Tools</b> 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, 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	
<b>#21 - Telecommunications Equipment</b> Excluding furniture, fixtures, 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	
<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, 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 <b>creating or furnishing a supply of water (e.g., pumping stations).</b>		#22	
<b>#23 - Expensed Supplies</b> The average monthly quantity of supplies normally consumed in the course of business (e.g., stationery, post-it notes, typewriter ribbons, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies and maintenance supplies, etc.).		#23	
<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> ).		#24	
<b>#25 - Penalty</b> for failure to file as required by statute - 25% of assessment		SUBTOTAL	
Exemption - Check box adjacent to the exemption you are claiming:		#25	

**I - Mechanic's Tools** - \$500 value  **M - Commercial Fishing Apparatus** - \$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 Assessor by November 1

**J - Water Pollution or Air Pollution control equipment** - Connecticut DEP certificate required - provide copy

**I - Farm Machinery** \$100,000 value - Exemption application M-28 required annually **BY OCTOBER 31st**

**G & H - Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone** - Exemption application M-55 required annually

**N - New Manufacturing Machinery & Equipment** - Exemption application M-65 required annually

**R - Manufacturing Machinery/Equipment & Biotechnology Machinery/Equipment** - Supplement Form required annually

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

**LESSEE'S LISTING REPORT** Lessee's Name \_\_\_\_\_ 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.

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

- Yes  No  Did you dispose of any leased items that were in your possession on October 1, 2016? 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, 2016? 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 cost in the 'Acquisition Cost' row. \_\_\_\_\_

	Lease #1	Lease #2	Lease #3
Name of Lessor			
Lessor's address			
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			

**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 Connecticut General Statutes §12-49.

- CHECK ONE  OWNER  PARTNER  
 CORPORATE OFFICER  MEMBER

**OWNER** Signature \_\_\_\_\_ Dated \_\_\_\_\_  
 \_\_\_\_\_  
 Signature/Title  
 \_\_\_\_\_  
 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 \_\_\_\_\_  
 \_\_\_\_\_  
 Agent's Signature /Title  
 \_\_\_\_\_  
 Print or type agent's name

**Agent Signature Must Be Witnessed**

Witness of agent's sworn statement  
 Subscribed and sworn to before me - \_\_\_\_\_ Dated \_\_\_\_\_  
 Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Commissioner of Superior Court

The Personal Property Declaration must be signed above and delivered to the Assessor or postmarked (as defined in C.G.S. Sec. 1-2a) by Wednesday, November 1, 2017 – a 25% Penalty required for failure to file as required.