Town of Canterbury Assessor's Office 1 Municipal Drive Canterbury, CT 06331 Phone: 860-546-6035 Fax: 860-546-8133 Email: assessor@canterburyct.org

# Canterbury, Connecticut 2020 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.

	of _		at	
Business or propert	ty owners name	Business Name (if applicabl	e)	Street location
With regards to s	aid 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	e or Letter of dissolution to this for	m and return it with this affi	davit to the Assessor's office
The sig	ner is made aware that the	penalty for making a false affidavit	is a \$500.00 fine or imprisor	ment 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:

Monday, November 2, 2020

# 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 -granted (see Extensions) a 25% penalty is applied to the

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). Therefore declarations are due **November 2**, **2020**.
- A Personal Property Declaration not filed will result in a value determined by the Assessor from the best available information (CGS §12-53b).
- Declarations filed with "same as last year" are INSUFFICIENT and shall be considered an incomplete declaration.
- 4. Pursuant to CGS 12-81(79) tangible personal property with an original value of not more than \$250 is exempt. This exemption shall not be applied for the first ten full assessment years following the assessment year in which the property was acquired. Complete "Detailed Listing of Assets Orig Cost ≤ \$250" report on Page 4. Also list total value of such exempt assets in "Reconciliation of Fixed Assets" box on Page 6.

### 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 the deadline [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 2, 2020** [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.
- The extension to file the Personal Property Declaration, if granted, <u>may not</u> 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.
- 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.

### Extensions -

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 *request the filing extension in writing on or before November 2, 2020 (PA 19-200).* Certain exemption applications may not be eligible for extension.

### 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	v to comple	ete the tables on pa	ges 5 a	nd 6	
	#16 - Fur	niture, fixtures and equi	pment		Assessor
How should the following be declared?	Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	Use Only
	10-1-20		95%		
June 2019, you bought a desk for \$800 and a chair	10-1-19	1000	90%	900	
for \$200. You have a filing cabinet and printer that	10-1-18		80%		
you bought 10 years ago for \$2000 that is being used	10-1-17		70%		
in your business.	10-1-16		60%		
	10-1-15		50%		
	10-1-14		40%		
See the table to the right for the answer.	Prior Yrs	2000	30%	600	
	Total	3000	Total	1500	#16 1500

# **2020 PERSONAL PROPERTY DECLARATION**

Commercial and financial informati	on is not open to public inspection	n		
	· ·			
		A on lines that are no	t applicable	
			i appricació.	
-				
		1.	)	
	this town?	Sa ft		220 🗆
	— —	_		501
-Describe			Yes	No
		icut town		
dentify by specific months, code, cos	st, and location(s).			
address.				
ting Report (below)		_		
	nsigned, stored or rented property	?		
ler conditional sales agreements <b>must</b> b		ed filings are accep	table as long as a	
Yes 🗌 No 🗌	Yes 🗌 No 🗌	Ye	s 🗌 No 🗌	
Yes 🗆 No 🗆	Yes 🗆 No 🗆	Ye	s∏No∏	
	upations, professions, farmers, lessors Answers concerning return to -	upations, professions, farmers, lessors       Answer all questions 1 through 12, writing N/         is concerning return to -       2. Location of accounting	Image: construction of accounting records -         Image: condition of accounting records -	Assessment date October 1 Required return date November 2  upations, professions, fammers, lessors Answer all questions 1 through 12, writing N/A on lines that are not applicable. s concerning return to -  2. Location of accounting records -

□Operating □Capital □Conditional Sale

Lessor 🗌

Yes 🗌

No 🗌

Lessee 🗌

□Operating □Capital □Conditional Sale

Lessor

Yes 🗌

No 🗌

this transaction, give details.

in monthly payment above

exemption application?

or the Lessee's manufacturing

Monthly contract rent

Lease Term – Begin and end dates

Monthly maintenance costs if included

Is equipment declared on the Lessor's

Type of lease

Lessee 🗌

Operating Capital Conditional Sale

Lessor 🗌

Yes 🗌

No 🗌

Lessee 🗌

List or Account#:	
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Owner's Name:

LESSEE'S LISTING R	<b>PORT</b> Pursuant to Connecticut General Statutes §12-57a all leased, borrowed, consigned, loaned, rented, or stored personal
property not owned by you	ut 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 res	It 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 re	orted includes (but is not limited to) dumpsters, gas/propane tanks, vending machines, water coolers, coffee machines.
Yes No Did you dispo	e of any leased items that were in your possession on October 1, 2019? If
	parintian of the preparty and the date of disposition in the appendix to the right

|--|

- Did you acquire any of the leased items that were in your possession on October 1, 2019?
- L 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 🗌 No 🗌	Yes 🗌 No 🗌	Yes 🗌 No 🗌
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

Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost
	DETAILE	D LISTING OF ASSETS ORIG COST ≤ \$250 COPY AND ATTACH A	DDITIONAL SHEETS IF NEED	ED
	Pursuant	t to CGS 12-81(79) – Listing of assets purchased prior to 10/1/10 wit	h an original cost ≤ \$250	)
		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, 2019 is reported in the year ending October 1, 2020).
- 3) Computerized filings are acceptable as long as all information is reported in prescribed format with correct depreciation schedules.
- 4) Do not include disposed assets. Disposals are used to reconcile last year's reporting with this year's reporting.

### Owner's Name:

naraged in	or Vehicles Unr n Connecticut bi			cles & vehicles		nufacturing machinery SS 12-81 (76) for exem		nent not eligible		Assesso
yarayeu li	VEHICL	-	HICLE 2	VEHICLE 3	Year	Original cost, trans-	plion %		·   '	
Year	VEINCE			VEINCEL 3	Ending	portation & installation	Good	Depreciated Value		Use On
Make					10-1-20		95%			
Model					10-1-20		90%			
VIN					10-1-18		80%			
Length					10-1-17		70%			
Weight					10-1-16		60%			
Purchase	\$				10-1-15		50%			
Date					10-1-14		40%			
					Prior Yrs		30%		#9	
Value					Total		Total		#10	
	reas and Danias	I				mmoreial Eiching Appa		·		
#11 – H0ľ	rses and Ponies	1	#2	<i>#</i> 0		mmercial Fishing Appa				
Brood	#1		#2	#3	Year Ending	Original cost, trans- portation & installation	% Good	Depresieted Value		
Breed Pogistoro	d							Depreciated Value		
Registere	iu				10-1-20		95%			
Age Sex					10-1-19		90%			
				-	10-1-18		80%			
Quality	ina				10-1-17		70%			
Breedi Show	ing				10-1-16		60%			
Pleasu	Ire				10-1-15 10-1-14		50% 40%			
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Racing Value					Prior Yrs		30%		#11	
	nufacturing mac				Total	bile Manufactured Hor	Total		#12	
Year	31(76) for exemp Original cost, tra	ans- %		onompt oronini	as real es	#1	#2	#3		
Ending	portation & instal	lation Good	l Dep	reciated Value	Year					
10-1-20		95%			Make					
10-1-19		90%			Model					
		80%			ID Numbe	er				
<u>10-1-18</u> <u>10-1-17</u>		70%			Length	er				
10-1-17 10-1-16		70% 60%			Length Width					
10-1-17 10-1-16 10-1-15		70% 60% 50%			Length Width Bedrooms					
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### List or Account#:

### Owner's Name:

### Assessment date October 1, 2020 Required return date November 2, 2020

Owner's	Name:						Required return	date Novem	iber 2, 2020
#19 – Me	chanics Tools			# 20 El	ectronic data processing	q equipm	nent	7	
Year	Original cost, trans-	%			accordance with Sec				
Ending	portation & installation	Good	Depreciated Value		Compute		o IKS Coues		
10-1-20		95%			·			-	
<u>10-1-19</u> 10-1-18		90% 80%		Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value		
10-1-18		70%		10-1-19		95%	Depreciated value	-	
10-1-17		60%		10-1-19		80%		-	
10-1-15		50%		10-1-17		60%		-	
10-1-14		40%		10-1-16		40%			
Prior Yrs		30%		Prior Yrs		20%		#19	
Total		Total		Total		Total		#20	
logically a with #21a	L	eviously		advanced	ecommunication compa I–include previously coc	led #21d			
Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	-	
10-1-20 10-1-19		95% 90%		<u> </u>		95% 80%			
10-1-19		90% 80%		10-1-19		60%		-	
10-1-17		70%		10-1-17		40%	<u></u>	-	
10-1-16		60%		Prior Yrs		20%			
10-1-15		50%		Total		Total			
10-1-14		40%							
Prior Yrs		30%		-					
Total		Total		,	21a and 21b	Total		#21	
#22 – Cal	ples, conduits, pipes,	etc		# 23 - Exp	pensed Supplies				
Year	Original cost, trans-	%			age is the total amount e				
Ending	portation & installation	Good	Depreciated Value		I, 2019 divided by the n ober 1, 2019.	umber of	t months in business		
10-1-20 10-1-19				Year				-	
10-1-19				Ending	Total Expended	# of Months	Average Monthly		
10-1-17				10-1-20					
10-1-16							1		
10-1-15					verage monthly quantity of s course of business (e.g., st				
10-1-14				compu	iter paper, pens, pencils, m	ailers, lab	els, staples, paper		
Prior Yrs					nedical & dental supplies, on the second se				
Total		Total		- Supplic	ss, marketing a promotoria		, 010.).	#22	
	chere if a PURA C c			#041	ontol Ententalizza est Md	dium		#23	
	ther Goods - including	1 1	ola improvements		ental Entertainment Me	1 1			
Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	-	
10-1-20 10-1-19		95% 90%		<u> </u>		95% 80%		11	
10-1-19		80%		10-1-19		60%		1	
10-1-17		70%		10-1-17		40%		1	
10-1-16		60%		Prior Yrs		20%			
10-1-15		50%		Total		Total			
10-1-14		40%			# of video tapes		# of DVD movies		
Prior Yrs		30%			# of music CD's		# of video games		
Total		Total			24a and 24b	Total		#24	
ļ	Assets disposed Assets add Assets originally Cost	of since ed since ≤ \$250 8	RECONCILIATIO	- +	Assets	-			
	Amount of e		d equipment last year pitalization Threshold	*Compl	ete Detailed Listing of E ** Assets Orig Cost ≤	•			Page 6

# 2020 PERSONAL PROPERTY DECLARATION – SUMMARY SHEET Commercial and financial information is not open to public inspection.

List or Account#:	Re			October 1, 2020 wember 2, 2020
		roperty Declarat		
Owner's Name:	and d	elivered or postr	narke	dby
DBA:	Mon	day, November 2		to
Mailing address:	wh	Assessor of To ere property is lo		I
City/State/Zip:				
Location (street & number)				Assessor's Use Only
Property Code and Description		Net Depreciated Value pages 5 & 6	Code	Assessments
#9 Motor Vehicles UNREGISTERED motor vehicles (e.g. campers, RV's, snowmobiles, trailers, trucks,				
tractors, off-road construction vehicles, etc.) including any vehicle garaged in Connecticut but registered in a such vehicle not registered at all. If you are a farmer eligible for the exemption under Sec. 12-91, list tractors			#9	
<b>#10 - Machinery &amp; Equipment</b> Industrial manufacturing machinery and equipment (e.g., tools, dies, jig: Include air and water pollution control equipment.	s, patterns, etc.).		#10	
<b>#11 Horses And Ponies</b> Describe your horses and ponies. A \$1,000 assessment exemption per anima are a farmer, the exemption may be 100% provided Form M-28 is filed with and approved by the Assessor.	#11			
<b>#12 - Commercial Fishing Apparatus</b> All fishing apparatus exclusively used by a commercial fisherm (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 mail	nufacturing: used in		<i>π</i> 12	
research or engineering devoted to manufacturing; or used for the significant servicing or overhauling of indu			#13	
factory products and eligible for exemption under CGS 12-81 (76). (Formerly property Codes 13 & 15) #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	n mercantile trading		#14	
and all other businesses, occupations and professions. Examples: desks, chairs, tables, file cabinets, type	writers, calculators,			
copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machine cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitchen e			#16	
#17 - Farm Machinery Farm machinery (e.g., tractors, harrows, bush hogs, hay bines, hay rakes, balers				
milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, aqua etc.) used in the operation of a farm. May be eligible for exemption with Form M-28.	culture equipment,		#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	
#20 - Electronic Data Processing Equipment Electronic data processing equipment (e.g., computer	rs, printers, peripheral			
computer equipment, and any computer based equipment acting as a computer as defined under Section 16 1986, etc.). Bundled software is taxable and must be included.			#20	
<b>#21 - Telecommunications Equipment</b> Excluding furniture, fixtures, and computers, #21a includes ca antennae, batteries, generators or any equipment not deemed technologically advanced by the Assessor. #2 controllers, control frames, relays switching and processing equipment or other equipment deemed technolog the Assessor.	21b includes		#21	
<b>#22 - Cables, conduits, pipes, poles, towers</b> (if not currently assessed as real estate), <b>undergrouturbines, etc.,</b> of gas, heating, or energy producing companies, telephone companies, water and water polycompanies.				
Include items annexed to the ground (e.g., hydraulic car lifts, gasoline holding tanks, pumps, truck scales, et used for the purpose of creating or furnishing a supply of water (e.g., pumping stations).			#22	
<b>#23 - Expensed Supplies</b> The average monthly quantity of supplies normally consumed in the course o stationery, post-it notes, toner, computer paper, pens, pencils, mailers, labels, staples, paper clips, medical & cleaning & maintenance supplies, marketing & promotional supplies, etc.).			#23	
<b>#24 – Other All Other Goods, Chattels and Effects</b> Any other taxable personal property not previously n does not appear to fit into any of the other categories. (e.g. video tapes, vending machines, pinball games, v billboards, coffee makers, water coolers, <b>leasehold improvements</b> .			#24	
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 – Horses/ponies \$1000 assessment per anim				
K – Municipal Leased $K$ – Assets Orig. Cost ≤ \$250 & over 10 years of All of the following exemptions require a separate application and/or certificate to be filed with t		required return date		
□ J – Water Pollution or Air Pollution control equipment – Connecticut DEEP certificate r		•		
$\Box$ I – Farm Machinery \$100,000 assessment - Exemption application M-28 required and		۳٫		
G & H – Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemptic		equired annually		
U – Manufacturing Machinery & Equipment - Exemption claim required annually				
Total Net Assessment Assess	sor's Final Asse	ssment Total >	· 1	

List or Account#:	
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Owner's Name:
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completed according propersional properties of the properties of t	D HEREBY declare under penalty of false statement that a ording to the best of my knowledge, remembrance, and be erty liable to taxation; and that I have not conveyed or ter	elief; that it is a true statement of all my morarily disposed of any estate for the
ourpose of eva §12-49.	ading the laws relating to the assessment and collection of ta	axes as per Connecticut General Statutes
CHECK	SEE PAGE TWO (2) FOR SIGNATURE REQUIR	
Signature		Dated
_	Signature/Title	
_	Print or type name	
nave full authority	EREBY declare under oath that I have been duly appointed agent for to and knowledge sufficient to file a proper declaration for him in accord w	
Agent's Signature		Dated
	Agent's Signature /Title	
_	Print or type agent's name AGENT SIGNATURE MUST BE WITNES	
Nitness of agent's sw		SED
Subscribed and swor	n to before me	Dated
C	Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Com	nmissioner of Superior Court
where property is	s concerning declaration to the Assessor's Office s located.	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 2, 2020
-	-	<ul> <li>Read instructions on page 2</li> <li>Complete appropriate sections</li> <li>Complete exemption applications</li> <li>Sign &amp; date as required on page 8</li> <li>Make a copy for your records</li> </ul>
here property i	-	<ul> <li>Read instructions on page 2</li> <li>Complete appropriate sections</li> <li>Complete exemption applications</li> <li>Sign &amp; date as required on page 8</li> <li>Make a copy for your records</li> </ul>
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where property is	-	<ul> <li>Read instructions on page 2</li> <li>Complete appropriate sections</li> <li>Complete exemption applications</li> <li>Sign &amp; date as required on page 8</li> <li>Make a copy for your records</li> </ul>