

Town of Killingworth

Assessor's Office

Town Hall, 323 Route 81

Killingworth, CT 06419

Phone: (860) 663-1765 extension 209

Dear Taxpayer:

Attached is the Declaration of Personal Property. Owners of taxable personal property are required to file a declaration annually to the assessor (CGS Sec.12-41.) Taxable personal property includes, but is not limited to: unregistered motor vehicles, horses and ponies, business related fixtures, signs, furniture, tools, machinery, equipment and computers.

If you are a first time filer, the Declaration may appear intimidating or confusing. Please read the instructions carefully before filling out the information. If you believe that the declaration was sent to you by mistake, or that you do not own taxable personal property, **please do not ignore this form**. Call the Killingworth Assessor's Office at (860) 663-1765 x506.

A few important points:

- The return date is **November 1**,– The filing period is October 1, through November 1.
PLEASE NOTE: Declarations will not be accepted by fax or email.
- A 25% assessment penalty will be applied for late returns unless a written request for an extension is made and approved by **November 1**.
- **If the business is an LLC, LP, LLP, PC or Corporation, and you are signing on its behalf, please have your signature notarized under Section B. Please note the heading on page 4 of the short form and page 7 of the long form states that "improperly signed declarations require a 25% penalty".**
- If you have gone out of business and no longer own personal property, **do not ignore the declaration**. Please fill out the Affidavit of Business Closing on page 1.
- If you received the long form, please do not take apart the booklet. Fill out the appropriate portions and return the intact booklet to us.
- If you are requesting an exemption, make sure you check the appropriate box on the Summary Sheet (page 3 of the Short form, page 7 of the Long form.)
- **Make a copy of your Declarations for your own records and to help you complete future declarations.**

Please do not hesitate to call or visit the Assessor's Office if you have any questions or need help completing the form. We will be happy to help you.

Sincerely,

Terence Dinnean

Terence Dinnean

Assessor

An example of how to complete the tables on page 2 (short form) or pages 5-6 on the long form)

June 2011, you bought a desk for **\$300** and a chair for **\$80**. On October 1, 2012, you buy a display rack for **\$400**. A filing cabinet that was purchased 10 years ago for **\$100** for personal use, is now being used in your business. A friend gives you a used bookcase, in February 2013, which you believe is worth **\$50**. See the table below as to how to fill in the declaration. In this example, all assets declared fit into Category 16. Items in bold are what the owner completes.
#16 Furniture, Fixtures and Equipment

Year Ending	Original cost, transportation and installation	% Good	Depreciated Value
10-1-13	50	95%	48
10-1-12	400	90%	360
10-1-11	380	80%	304
10-1-10		70%	
10-1-09		60%	
10-1-08		50%	
10-1-07		40%	
Prior Yrs	100	30%	30
Total	930	Total	742

Instructions

Not all sections are applicable to every business or occupation. Please read the following instructions and complete all relevant sections. **The Declaration of Personal Property Short Form is four pages. The Long Form is eight pages.**

Who should file-

All owners of taxable personal property.

Declaration –

1. **Owners of:**
 - a. Non-registered motor vehicles or out of state registered vehicles
 - b. Horses, ponies and thoroughbreds
 - c. Mobile manufactured buildings (not assessed as real estate)
 - d. Furniture, fixtures, signs, equipment & tools, and other goods
2. **Business, occupations, farmers, and professionals** need to complete:
 - Lessee's Listing Report (page 4)
 - Disposal, Sale or Transfer of Property Report (page 2 – Short Form/ page 5 – Long Form)
 - Taxable Property Information (pages 2-3 – Short Form/page 5-7 Long Form)
 - **Sign the Declaration of Personal Property Affidavit** on page 4.
3. **Lessee's** need to complete:
 - Lessee's Listing Report (page 4)
 - Taxable Property Information (pages 2-3 – Short Form/page 5-7 Long Form)
 - **Sign the Declaration of Personal Property Affidavit** on page 4

Filing Requirements –

1. The Personal Property Declaration must be filed annually on or before November 1 (CGS #12-41)
2. A Personal Property Declaration not filed will result in a value determined by the Assessor
3. Declarations filed with "same as last year" are **INSUFFICIENT** and shall be considered incomplete

Penalty OF 25% Applied –

1. When no declaration is filed or a declaration is not signed, a 25% penalty is applied to the assessment. *(For those receiving the long form, please review section 2, under filing requirements).*
2. When declarations are submitted after November 1 and an extension has NOT been granted *(see Extensions below)* a 25% penalty is applied to the assessment. Returns mailed in must have a postmark of November 1st or before *(as defined in C.G.S. Sec 1-2a and referenced in Sec. 12-41(d)).*
3. When personal property has been omitted and not declared as disposed, sold or transferred *(under page 2 on the short form and page 5 of the long form)* the asset will be added along with a 25% penalty on the assessment of the omitted property.

Exemptions –

1. On page 3 *(short form)*, page 7 *(long form)*, check the box adjacent to the exemption you are claiming.
2. The extension to file Personal Property Declaration, if granted, **does not apply to all required exemptions applications**. Check with the Assessor.

Signature Required –

1. The owner or owner's agent may sign the declaration *(page 4 of the short form, page 8 of the long form)*. Please refer to the front of this letter if you are an **LLC, LP, LLP, PC or Corporation** with regards to the form being 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 1st**.

Audit –

The Assessor is authorized to audit declarations, within 3 years of the date of the required filing. (CGS #12-53 – *Personal Property Audit Statute*). Effective October 1, 2012, CGS 12-53 (c)(4) has been amended. A person who violates the statute is guilty of a class D misdemeanor punishable by up to 30 days in prison, a fine of up to \$250, or both.

*******BEFORE FILING – MAKE COPIES OF COMPLETED DECLARATION FOR YOUR RECORDS*******