

Town of Putnam
Assessor's Office
200 School Street
Putnam, CT 06260

RETURN SERVICE REQUESTED

**Putnam, Connecticut
2021 Declaration of Personal Property – Short Form**

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 & 12-81K). If a request for an extension is needed, you need to **request the filing extension in writing on or before November 1** (or the Monday following if November 1 falls on Saturday or Sunday) (PA 19-200).

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:

Monday, November 1, 2021

**Putnam Assessor's Office Hours: Monday - Wednesday: 8:30 am to 4:30 pm;
Thursday: 8:00 am to 6:00 pm; Friday: 8:00 am to 1:00 pm**

Direct questions concerning declaration to the Assessor's Office at:

Phone (860) 963-6800 Extension 171

Email angela.sanchez@putnamct.us

Hand deliver declaration to:

Town of Putnam
Assessor's Office
200 School Street
Putnam, CT 06260

Mail declaration to:

Town of Putnam
Assessor's Office
200 School Street
Putnam, CT 06260

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, 2021

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 in Putnam

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

This form may NOT be used by utility companies, telecommunication companies, lessors, or persons claiming manufacturing machinery and equipment (Codes 10 or 13)

2021 PERSONAL PROPERTY DECLARATION – SHORT FORM
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	#12 – Commercial Fishing Apparatus or #17 – Farm machinery		Circle One	#18 – Farm Tools or #19 – Mechanics Tools		Assessor's Use Only		
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value	Year Ending	Original cost, transportation & installation	% Good	Depreciated Value	
10-1-21		95%		10-1-21		95%		#12
10-1-20		90%		10-1-20		90%		#17
10-1-19		80%		10-1-19		80%		#18
10-1-18		70%		10-1-18		70%		#19
10-1-17		60%		10-1-17		60%		
10-1-16		50%		10-1-16		50%		
10-1-15		40%		10-1-15		40%		
Prior Yrs		30%		Prior Yrs		30%		
Total		Total		Total		Total		
#16 – Furniture, fixtures and equipment				# 20 -- Electronic data processing equipment				
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value	Year Ending	Original cost, transportation & installation	% Good	Depreciated Value	
10-1-21		95%		10-1-21		95%		#16
10-1-20		90%		10-1-20		80%		#20
10-1-19		80%		10-1-19		60%		
10-1-18		70%		10-1-18		40%		
10-1-17		60%		Prior Yrs		20%		
10-1-16		50%		Total		Total		
10-1-15		40%		In accordance with Section 168 IRS Codes Computers Only				
Prior Yrs		30%						
Total		Total						
# 23 – Expensed supplies - The average is the total amount expended on supplies since October 1, 2020 divided by the number of months in business since October 1, 2020.				Year Ending	Total Expended	# of Mo.s	Average Monthly	
				10-1-21				#23
#24a – Other Goods - including leasehold improvements				#24b -- Rental Entertainment Medium				
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value	Year Ending	Original cost, transportation & installation	% Good	Depreciated Value	
10-1-21		95%		10-1-21		95%		
10-1-20		90%		10-1-20		80%		
10-1-19		80%		10-1-19		60%		
10-1-18		70%		10-1-18		40%		
10-1-17		60%		Prior Yrs		20%		
10-1-16		50%		Total		Total		
10-1-15		40%		_____ # of video tapes		_____ # of DVD movies		
Prior Yrs		30%		_____ # of music CD's		_____ # of video games		
Total		Total		24a and 24b Total				#24

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. DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY INFORMATION

Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost

Detailed Listing of Assets Orig Value ≤ \$250			
Pursuant to CGS 12-81(79) – Listing of assets purchased prior to 10/1/11 with a value of ≤ \$250			
Description of Item	Date Acquired	Acquisition Cost	

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, 2020? 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, 2020? 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			
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

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 Putnam Assessor or postmarked (as defined in C.G.S. Sec. 1-2a) by Monday, November 1, 2021 -OR- a 25% Penalty as required by law shall be applied.