

**CITY OF NEW BRITAIN**  
**2018 PERSONAL PROPERTY DECLARATION**

ASSESSMENT DATE **OCTOBER 1, 2018**

REQUIRED RETURN DATE **NOVEMBER 1, 2018**

DIRECT QUESTIONS CONCERNING RETURN TO :

LOCATION OF ACCOUNTING RECORDS

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone/Fax \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Business \_\_\_\_\_ Date your business began in New Britain? \_\_\_\_\_  
How many square feet does your firm occupy at your location (s) in New Britain ? \_\_\_\_\_ Sq. Ft. Own \_\_\_ Lease \_\_\_

Owner's Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Name of Business: \_\_\_\_\_

**BUSINESS DATA FOR ALL FILERS** RETURN FORMS TO: ASSESSOR'S OFFICE  
**NOTE "N/A" ON LINES NOT APPLICABLE** 27 WEST MAIN ST  
NEW BRITAIN, CT 06051

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

- Type of Business:
- Manufacturer
  - Service
  - Retail/Mercantile
  - Wholesale
  - Profession
  - Tradesman
  - Lessor
  - Other \_\_\_\_\_

In the last 12 months was any of the property included in this declaration located in another Connecticut town for at least 3 months? If yes, identify by specific months, code, cost and location(s).

Are there any other business operations that are operating from your address here in this town? If yes, give name and mailing address.

Do you own tangible personal property that is leased or consigned to others in this town? If yes, complete **LESSOR'S REPORT**.

Did you have in your possession on October 1st any borrowed, consigned, stored or rented property? If yes, complete **LESSEE'S REPORT**.

**AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS**

I \_\_\_\_\_ of \_\_\_\_\_ at \_\_\_\_\_  
Business Owner's name Business Name (if applicable) Street location of business name shown  
with regards to said business do certify that on \_\_\_\_\_ date said business was (check one and complete)

**SOLD TO:** \_\_\_\_\_ name \_\_\_\_\_ address \_\_\_\_\_ ATTACH BILL OF SALE

**MOVED TO:** \_\_\_\_\_

**TERMINATED:** ATTACH LETTER OF DISSOLUTION OR OTHER SUPPORTING DOCUMENTATION

The signer is made aware that the penalty for making a false affidavit is a \$500 fine or imprisonment for one year or both.

\_\_\_\_\_  
signature Print name

**AFFIDAVIT** – THIS FORM MUST BE SIGNED (AND IN SOME CASES WITNESSED) BEFORE IT MAY BE FILED WITH THE ASSESSOR  
**AVOID PENALTY** – NOTARIZE PERSONAL PROPERTY DECLARATION SIGNED BY AGENT

**I DO HEREBY** declare under penalty of false statement that this declaration, according to the best of my knowledge, remembrance, and belief, is a true statement of all my property, owned by me and in my possession, or under my control, located in the City of New Britain on October 1, 2018, liable to taxation. I also declare under penalty of false statement that I have not conveyed or temporarily disposed of any estate for the purposes of evading the laws related to the assessment and collection of taxes and that no attempt has been made to mislead regarding the total number and type of all items or the true original cost and year acquired. I request the information contained in this declaration be kept confidential. I understand that the information provided herein is subject to an audit.

OWNER'S SIGNATURE OR \_\_\_\_\_ PRINT OWNER'S NAME \_\_\_\_\_ DATED \_\_\_\_\_  
CORPORATE OFFICER

**I DO HEREBY** declare under oath that I have been duly appointed agent for the owner of the property listed above and that I have full authority and knowledge sufficient to file a proper declaration for him/her in accordance with the provisions of CGS §12-50.

AGENT'S SIGNATURE \_\_\_\_\_ PRINT AGENT'S NAME \_\_\_\_\_ DATED \_\_\_\_\_

Witness of agent's sworn statement  
Subscribed and sworn to before me DATE \_\_\_\_\_ NAME: \_\_\_\_\_



**TAXABLE PROPERTY INFORMATION**

**Give actual acquisition costs including any charges for transportation and installation by year for each type of property described.**

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

**#9 NON-REGISTERED 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.

Year	Make	Model	Identification No.	Length	Weight	Purchase Price	Date

**#10 MANUFACTURING MACHINERY & EQUIPMENT** Industrial manufacturing machinery & equipment (e.g. tools, dies, jigs, patterns, etc.). Include air and water pollution control equipment (Provide DEP certificate if claiming exemption). **DO NOT INCLUDE MANUFACTURING EQUIPMENT THAT IS BEING CLAIMED FOR EXEMPTION ON THE EXEMPTION CLAIM FORM & UNDER CODE # 13**

**#13 MANUFACTURING MACHINERY & EQUIPMENT** Manufacturing machinery & equipment eligible under CGS§12-81 (72) & (76) for exemption—also complete exemption claim M-65.

YEAR ENDING	ORIGINAL COST ,TRANSPORTATION & INSTALLATION	% GOOD	DEPRECIATED VALUE
10-1-2018		95%	
10-1-2017		90%	
10-1-2016		80%	
10-1-2015		70%	
10-1-2014		60%	
10-1-2013		50%	
10-1-2012		40%	
PRIOR YEARS		30%	
TOTAL			

YEAR ENDING	ORIGINAL COST ,TRANSPORTATION & INSTALLATION	% GOOD	DEPRECIATED VALUE
10-1-2018		95%	
10-1-2017		90%	
10-1-2016		80%	
10-1-2015		70%	
10-1-2014		60%	
10-1-2013		50%	
10-1-2012		40%	
PRIOR YEARS		30%	
TOTAL			

**IN ORDER TO USE THIS SECTION YOU MUST FILE AN EXEMPTION CLAIM M-65. THE EXEMPTION CLAIM AMOUNTS & CODE #13 AMOUNTS MUST RECONCILE (BE THE SAME).**

**#16A FURNITURE & FIXTURES** Furniture, fixtures and equipment of all commercial, industrial, manufacturing, mercantile, trading and ALL other businesses, occupations and professions. Examples: desks, chairs, tables, file cabinets, typewriters, calculators, single telephones, moveable air conditioning units, partitions, shelving display racks, refrigerators, freezers, kitchen equipment, etc.

YEAR ENDING	ORIGINAL COST ,TRANSPORTATION & INSTALLATION	% GOOD	DEPRECIATED VALUE
10-1-2018		95%	
10-1-2017		90%	
10-1-2016		80%	
10-1-2015		70%	
10-1-2014		60%	
10-1-2013		50%	
10-1-2012		40%	
PRIOR YEARS		30%	
TOTAL			

**#19 MECHANICS TOOLS** Mechanics Tools including but not limited to wrenches, air hammers, sockets, jacks, etc.

YEAR ENDING	ORIGINAL COST ,TRANSPORTATION & INSTALLATION	% GOOD	DEPRECIATED VALUE
10-1-2018		95%	
10-1-2017		90%	
10-1-2016		80%	
10-1-2015		70%	
10-1-2014		60%	
10-1-2013		50%	
10-1-2012		40%	
PRIOR YEARS		30%	
TOTAL			

**#21A TELECOMMUNICATIONS EQUIPMENT** Including but not limited to furniture, fixtures, computer equipment, cables, conduits, antennae, towers, batteries, generators or any other equipment **NOT deemed technologically advanced by the Assessor.** Include property previously coded #21c

YEAR ENDING	ORIGINAL COST ,TRANSPORTATION & INSTALLATION	% GOOD	DEPRECIATED VALUE
10-1-2018		95%	
10-1-2017		90%	
10-1-2016		80%	
10-1-2015		70%	
10-1-2014		60%	
10-1-2013		50%	
10-1-2012		40%	
PRIOR		30%	
TOTAL			

**#16B COPIERS, FAX MACHINES, MEDICAL TESTING EQUIPMENT & TECHNOLOGICALLY ADVANCED EQUIPMENT** Copiers, telephone systems and answering machines, cash registers, fax machines, postage meters, ATMs, medical testing equipment, other technologically advanced equipment, etc.

YEAR ENDING	ORIGINAL COST ,TRANSPORTATION & INSTALLATION	% GOOD	DEPRECIATED VALUE
10-1-2018		95%	
10-1-2017		90%	
10-1-2016		80%	
10-1-2015		60%	
10-1-2014		40%	
10-1-2013		20%	
10-1-2012		20%	
PRIOR YEARS		20%	
TOTAL			

**#20 ALL EDP EQUIPMENT** Computer and peripheral hardware, including, but not limited to, personal computers, workstations, terminals, storage devices, printers, scanners, computer peripherals and networking equipment.

YEAR ENDING	ORIGINAL COST ,TRANSPORTATION & INSTALLATION	% GOOD	DEPRECIATED VALUE
10-1-2018		95%	
10-1-2017		80%	
10-1-2016		60%	
10-1-2015		40%	
10-1-2014		20%	
10-1-2013		20%	
10-1-2012		20%	
PRIOR YEARS		20%	
TOTAL			

**#21B TELECOMMUNICATIONS EQUIPMENT** including but not limited to telecommunications controllers and control frames, relay, switching and processing equipment and/or telecommunications equipment deemed technologically advanced by the Assessor. Include property coded #21d

YEAR ENDING	ORIGINAL COST ,TRANSPORTATION & INSTALLATION	% GOOD	DEPRECIATED VALUE
10-1-2018		95%	
10-1-2017		80%	
10-1-2016		60%	
10-1-2015		40%	
PRIOR		20%	
TOTAL			

**#22 CABLES, CONDUITS, PIPES, POLES, TOWERS, UNDERGROUND MAINS, WIRES, ETC.** of gas, heating, telephone companies, water and water power companies. Include items annexed to the ground.

DPUC REGULATED COMPANIES CHECK HERE

YEAR ENDING	ORIGINAL COST ,TRANSPORTATION & INSTALLATION	% GOOD	DEPRECIATED VALUE
10-1-2018			
10-1-2017			
10-1-2016			
10-1-2015			
10-1-2014			
10-1-2013			
10-1-2012			
PRIOR YEARS			
TOTAL			

**#23 SUPPLIES** The average monthly quantity of supplies normally consumed in the course of business (e.g. stationery, computer disks, pens, paper, pencils, paper clips, all business office supplies, all manufacturing shop supplies, all maintenance supplies, all medical and dental supplies, etc.)

- 1. Taxable Property Information – Commercial and Financial information provided in this declaration are not open for public inspection.**
- 2. All data reported should be:**
  - a. 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.**
- 3. Reports are to be filed on an assessment year basis, that is for the 2018 line list items acquired from October 2, 2017 through October 1, 2018.**
- 4. Computerized filings are acceptable as long as all information is reported in the prescribed format.**

Year Ending	Total Expended	# of Months	Average Monthly
10-1-2018			

**#24A ALL OTHER GOODS, CHATELS AND EFFECTS** Any other taxable personal property not previously mentioned or which does not appear to fit into any other category. (e.g. vending machines, pinball and video games, signs, billboards, water coolers, coffee makers, tools, leasehold improvements other than realty, etc.)

YEAR ENDING	ORIGINAL COST ,TRANSPORTATION & INSTALLATION	% GOOD	DEPRECIATED VALUE
10-1-2018		95%	
10-1-2017		90%	
10-1-2016		80%	
10-1-2015		70%	
10-1-2014		60%	
10-1-2013		50%	
10-1-2012		40%	
PRIOR YEARS		30%	
TOTAL			

**#24B RENTAL VIDEO TAPES, DVD'S, ETC**

**AVERAGE RENTAL UNITS ON HAND \_\_\_\_\_**

YEAR ENDING	ORIGINAL COST ,TRANSPORTATION & INSTALLATION	% GOOD	DEPRECIATED VALUE
10-1-2018		95%	
10-1-2017		80%	
10-1-2016		60%	
10-1-2015		40%	
10-1-2014		20%	
10-1-2013		20%	
10-1-2012		20%	
PRIOR YEARS		20%	
TOTAL			

**EXEMPTION – CHECK BOX ADJACENT TO THE EXEMPTION YOU ARE CLAIMING:**

- I – MECHANICS TOOLS – \$500 VALUE
- I – FARMING TOOLS – \$500 VALUE

**ALL OF THE FOLLOWING EXEMPTIONS REQUIRE A SEPARATE APPLICATION AND/OR CERTIFICATE TO BE FILED WITH THE ASSESSOR BY NOVEMBER 1st.**

- J – WATER/AIR POLLUTION CONTROL EQUIPMENT– CONN DEP CERTIFICATE REQUIRED
- I – FARM MACHINERY \$100,000 VALUE– EXEMPTION APPLICATION M-28 REQUIRED ANNUALLY
- G & H– DISTRESSED MUNICIPALITY/ENTERPRISE ZONE -EXEMPTION APPLICATION M-55 REQUIRED ANNUALLY
- U– C.G.S.§12-81(72)(76) QUALIFIED MANUFACTURING EQUIPMENT –EXEMPTION APPLICATION M-65 REQUIRED ANNUALLY

**INSTRUCTIONS**

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: Non-Connecticut registered motor vehicles
2. **Businesses**, occupations, farmers, and professionals need to complete: (Commercial and cost information is not open to public inspection )
  - Business Data (page 1).
  - **Sign the Declaration of Personal Property Affidavit on page 1.**
  - Lessee’s Listing Report (page 2).
  - Disposal, Sale or Transfer of Property Report (page 2)
  - Taxable Property Information (pages 3-5).
3. **Lessors** need to complete: (Commercial and cost information is not open to public inspection )
  - Business Data (page 1).
  - **Sign the Declaration of Personal Property Affidavit On page 1.**
  - Lessor’s Listing Report (page 2).
  - Taxable Property Information (pages 3-5).

**Filing Requirements --**

1. The Personal Property Declaration must be filed on or before November 1, 2018 (CGS §12-41).
2. A Personal Property Declaration not filed will result in a value determined by the Assessor.
3. Declarations filed with the notation “same as last year” are **INSUFFICIENT** and shall be considered an incomplete declaration. They will be returned for completion.
4. If you have no property to declare, you must still return the declaration. Attach an explanation to the declaration and return it to the Assessor.
5. If you no longer own the noted business or personal property assessed in your name last year, you do not have to complete the declaration. **YOU MUST**, however, return the declaration to the Assessor and provide information related to the name of the new owner or the disposition of the assets. If you fail to respond, the Assessor must assume that you still own and operate a business.

**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.
2. When declarations are submitted after December 15th a 25% penalty is applied to the assessment.
3. When declarations are submitted after November 1st but before December 15th, by local ordinance, a 15% 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.

**Signature Required --**

1. The owners shall sign the declaration (page 1).
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 does not grant extensions.** Declarations should be filed in a timely manner. They may be amended.

**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**

**RETURN COMPLETED DECLARATIONS TO:  
ASSESSOR’S OFFICE  
27 WEST MAIN ST  
NEW BRITAIN, CT 06051**

**Office hours: M-F 8:15-3:45 (Last Thurs of month until 6:45)**

**A receipted copy of the front side of the declaration will be given to you for all forms hand delivered to the Assessor’s Office. If one is not given, please ask.**

**Example of how to complete the tables on pages 3, 4, and 5**

June 2016, you bought a desk for \$300 and a chair for \$80. In October 2016 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 2018, which you believe, is worth \$50.

See the table to the right for the answer.

Year ending	Original Cost, transportation & installation	% Good	Depreciated value
10-1-18	50	95%	48
10-1-17	400	90%	360
10-1-16	380	80%	304
10-1-15	0	70%	0
10-1-14	0	60%	0
10-1-13	0	50%	0
10-1-12	0	40%	0
Prior years	100	30%	30
Total	930		742

**RETURN DATE: NOVEMBER 1, 2018**