

AUDITS

Under Connecticut, law CGS §12-53 the Assessor or his/her designee may perform personal property audits for up to three years following the Assessment date for which such declaration was required to be filed.

If new assets were discovered during the audit process, it might result in an increase of the assessment values with penalties. On the other hand, if during the audit process we discover that you declared more assets than you had, then the assessment will be reduced.

Audits are done to correct issues with compliance and promote uniformity and equity.

Personal property declarations are protected under the Freedom of Information Act and are not open to public scrutiny.

EXEMPTIONS

There are several exemptions available for business owners, they include:

- * *Manufacturing & Machinery Exemption.* Exemption claim must be filled annually.
- * *Municipal Leased property.*
- * *Mechanic's Tools assessed up to \$ 500 value or 350 assessment exemption is available for businesses.*
- * *Class I Renewable Energy.* Exemption application is required.
- * *Water Pollution or Air Pollution Control Equipment—(Must include a copy of CT DEEP certificate required).*
- * *For a complete list of exemptions, please review the personal property declaration form -page 7.*
- * *Most tax exempt organizations must file a M3 TAX EXEMPT APPLICATION every four years to maintain their exempt status. Personal Property declarations are filed every year. Please contact our office for more information.*

PERSONAL PROPERTY CALENDAR

	1	ASSESSMENT DATE.
OCT.	2	NEW ASSESSMENT CYCLE STARTS.
NOV.	1	DUE DATE TO COMPLETE DECLARATION.
DEC.	15	DEADLINE TO FILE DECLARATION WHEN AN EXTENSION WAS GRANTED.
JAN.	31	DEADLINE TO COMPLETE GRAND LIST.
FEB.	1	ASSESSMENT NOTICES ARE MAILED.
	20	DEADLINE TO APPEAL ASSESSMENT VALUES.
MAR.	TBA	BOARD OF ASSESSMENT APPEALS (BAA) MEETS IN MARCH AND COMPLETES ITS DUTIES BY MARCH 31st. BAA MAILES HEARING CHANGE LETTERS TO THOSE WHO APPEALED THEIR ASSESSMENTS.
JUN.		TAX BILLS ARE MAILED MID JUN BY TAX COLLECTOR.
AUG.	1	LAST DAY TO PAY TAXES WITHOUT INTEREST.
SEPT.		DECLARATIONS ARE MAILED AS COURTESY BY MID/END OF MONTH.

To review the personal property form visit our website:

<https://www.westhartfordct.gov/town-departments/assessment/business-property>



BUSINESS PERSONAL PROPERTY

GENERAL INFORMATION



ASSESSMENT DEPARTMENT

50 SOUTH MAIN STREET ROOM 142

PHONE: 860-561-7414

FAX: 860-561-7590

WHASSESSMENT@WESTHARTFORDCT.GOV

BUSINESS HOURS
MONDAY—FRIDAY
8:30 AM TO 4:30 PM



PERSONAL PROPERTY

Pursuant to Connecticut General Statute §12-41, any owner of taxable personal property consisting but not limited to equipment, furniture, fixtures, machinery, non-registered motor vehicles, computers, leased equipment or leasehold improvements, must declare their property to the Assessor every year on or before the first day of November.

Every October Personal Property Declarations are mailed as a courtesy to all business owners. A declaration must be completed and returned no later than November 1. An extension to file the declaration can be requested in writing prior to November 1. Anyone who fails to file a declaration will be assessed using the best information available to this office and a 25%

WHEN FILING...REMEMBER THAT..

- * Declaration must be filed by any sole proprietorship (including home based businesses), partnership, corporation or limited liability company that owns tangible property.
- * Page 7 of the personal property form includes a list of all possible assets that should be declared and their codes.
- * Assets should be declared on assessment year basis and at actual cost (including transportation and installation, if applicable).
- * All disposals (if applicable) should be properly listed on page 4 of the declaration including asset description, acquisition cost, and year acquired.
- * You must include all assets that are fully depreciated, written off or expensed in your accounting records but there are still used in your business activities. The assets should be listed on the return until there are physically disposed.
- * Leased assets are reported on page 3 and 4 of the personal property form, including lessee/ lessor of the equipment, description, lease term and monthly rent.
- * Some leasehold improvements may need to be included in your declaration such as millwork, special lighting or signage. Please review your lease agreement or consult with your accountant.
- * Certain assets are not taxable such as software (unless is bundled), patents, copyrights or intellectual property.
- * If your business moved out of town (relocated), sold or terminated you must complete the "**AFFIDAVIT OF BUSINESS TERMINATION OR MOVE OR SALE OF BUSINESS OR PROPERTY**" section of the declaration and, provide the new valid mailing address.

- * Assets that are used in your business activities but were donated to you (gifted) or owned by you prior to start your business should be declared. If you don't know or remember the cost, please estimate a reasonable value.
- * If you do not receive a declaration, please contact our office and request a form, or visit our website at <https://www.westhartfordct.gov/town-departments/assessment/business-property>.
- * We have an online filing system program that is available to established (preselected) group of accounts. The online portal is open from October 1 until November 1. Please contact us if you would like to receive more information.

PENALTY

There is a 25% (twenty five percent) penalty of the assessment value when:

- * *Failure to present the declaration on or before November 1.*
- * *There is no signature of owner or legal representative on the declaration.*
- * *An extension is granted and declaration is not filed on or before the extension dateline.*
- * *New taxable personal property is not declared but it is discovered by the town (Sec.12-53).*
- * *It is not acceptable to present declarations with the legend "SAME AS LAST YEAR". The lack of information may result in an estimated assessment plus penalty.*