

ELECTRONIC FILING OF PERSONAL PROPERTY DECLARATIONS

For your convenience online filing of your personal property declaration is available for the Town of Vernon at this link: (<https://www.mytaxbill.org/inet/cama/home.do?town=vernon>). The link is also available on our Town of Vernon Assessor's Office web page (vernon-ct.gov). **PLEASE NOTE: Your "Unique ID" needed to access the online form is on the bottom right of your mailing label (the number ending in 146).**

IMPORTANT: YOU MUST HIT THE FINAL SUBMIT BUTTON TO BE SURE YOU COMPLETE THE PROCESS! ONCE YOU HAVE SUCCESSFULLY FILED, YOU WILL RECEIVE AN EMAIL CONFIRMATION WITH A PDF FILE OF YOUR DECLARATION. IF YOU DO NOT RECEIVE AN EMAIL, IT MEANS THAT THE DECLARATION HAS NOT BEEN PROPERLY SUBMITTED!

After you complete your online filing, **BE SURE TO PRINT A COPY FOR YOUR RECORDS.** If there are no changes from the prior year the depreciation tables will automatically change and you can easily complete the online instructions and submit your form.

Personal property declarations must be submitted no later than **Tuesday, November 1, 2023** to avoid a 25% late penalty applied to the entire assessment.

ONLINE FILING WILL BE AVAILABLE APPROXIMATELY OCTOBER 1, 2023 THROUGH NOVEMBER 1, 2023.