Town of Vernon
Assessor's Office
8 Park Place
Vernon, CT 06066-3291
Address Service Requested

Vernon, Connecticut
2023 Declaration of Personal Property

Filing Requirement – This declaration must be filed with the Assessor of the town where the personal property is located. Declarations of personal property shall be made annually.

If you no longer own the above noted business or personal property assessed in your name last year, you do not need to complete this declaration. You must, however, return this declaration to the Assessor and provide information related to the name of the new owner of the property or the date your business ceased or to where you moved the business (see Affidavit below). Otherwise, the Assessor must assume that you are still operating the business and have failed to declare your taxable personal property.

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

With regards to said business or property I do so certify that on __________ (Date) Said business or property was (Please ☒ appropriate box):

☐ 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

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 & as referenced in Sec. 12-41(d)) no later than:

Wednesday, November 1, 2023

Vernon's Assessor's Office

INSTRUCTIONS

As per CGS 12-63, the Assessor must determine the "present true and actual value" and in determining such value may use the accepted methods of comparable sales, cost less depreciation and income capitalization.

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:**
   a. **Non-Connecticut registered motor vehicles**
   b. **Horses, ponies and thoroughbreds**
   c. **Mobile manufactured home** -not assessed as real estate
2. **Businesses, occupations, farmers, and professionals** need to complete: (Commercial and cost information is not open to public inspection)
   - Business Data (page 3).
   - Lessee's Listing Report (page 4).
   - Disposal, Sale or Transfer of Property Report (page 4)
   - Taxable Property Information (pages 5-7).
   - **Sign the Declaration of Personal Property Affidavit** on page 8.
3. **Lessors** need to complete: (Commercial and cost information is not open to public inspection)
   - Business Data (page 3).
   - Lessor's Listing Report (page 3)
   - Disposal, Sale or Transfer of Property Report (page 4)
   - Taxable Property Information (pages 5-7).

Sign the Declaration of Personal Property Affidavit on page 8.

Filing Requirements –

1. The Personal Property Declaration must be filed annually on or before November 1 (or the Monday following if November 1 falls on Saturday or Sunday) (CGS §12-42).
2. A Personal Property Declaration not filed will result in a value determined by the Assessor from the best available information (CGS §12-53b).
3. Declarations filed with "same as last year" **are INSUFFICIENT** and shall be considered an incomplete declaration.
4. Pursuant to CGS 12-81(79) tangible personal property older than 10 years with an original value of not more than $250 is exempt. This exemption shall not be applied for the first ten full assessment years following the assessment year in which the property was acquired. Complete "Detailed Listing of Assets Orig Value ≤ $250" report on Page 4. Also list total value of such exempt assets in "Reconciliation of Fixed Assets" box on Page 6.

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. [See 2. under Filing Requirements.]
2. When declarations are submitted after November 1 [See 1. under Filing Requirements] and an extension has **NOT** been granted (see Extensions) a 25% penalty is applied to the assessment. Returns mailed in must have a postmark (as defined in C.G.S. Sec 1-2a) of November 1 [See 1. under Filing Requirements.] or before.
3. When an extension is granted (see Extensions) and the declaration is not filed by the extension deadline, a 25% 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.

Exemptions-

1. On page 7, check the box adjacent to the exemption you are claiming.
2. **Note** that several exemptions require an additional application in order to receive that exemption. Please request the form number noted from the Assessor's Office. The Manufacturers Machinery & Equipment Exemption Claim form & its itemized lists for Code 13 property may be requested if not included with this declaration.
3. The extension to file the Personal Property Declaration, if granted, may not apply to all required exemption applications and may require a late filing fee. Check with the Assessor.

Signature Required –

1. The owners shall sign the declaration (page 8).
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 may grant a filing extension ***for good cause*** (CGS §12-42 &12-81K). If a request for an extension is needed, you need to contact the Assessor in writing by the **required filing date** [See 1. under Filing Requirements].

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

Example of how to complete the tables on pages 5 and 6

How should the following be declared?

June 2022, you bought a desk for $800 and a chair for $200. You have a filing cabinet and printer that you bought 10 years ago for $2000 that is being used in your business.

See the table to the right for the answer.

#16 - Furniture, fixtures and equipment

Year Ending	Original cost, trans-portation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22	1000	90%	900
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs	2000	30%	600
Total	3000	Total	1500

Assessor's Use Only

#16	1500

2023 Personal Property Declaration

Commercial and financial information is not open to public inspection

List or Account #: ______

Owner's Name: ______

DBA: ______

Location (street & number) ______

Assessment date **October 1, 2023**

Required return date **November 1, 2023**

BUSINESS DATA For businesses, occupations, professions, farmers, lessors *Answer all questions 1 through 12, writing N/A on lines that are not applicable.*

	1. Direct questions concerning return to -	2. Location of accounting records -
Name		
Address		
City/State/Zip		
Phone / Fax	( ) / ( )	( ) / ( )
E-mail		

3. Description of Business ______
4. How many employees work in your facilities in this town only? ______
5. Date your business began in this town? ______
6. How many square feet does your firm occupy at your location(s) in this town? ______ Sq. ft. Own ☐ Lease ☐
7. Type of ownership: ☐ Corporation ☐ Partnership ☐ LLC ☐ Sole proprietor ☐ Other-Describe ______
8. Type of business: ☐ Manufacturer ☐ Wholesale ☐ Service ☐ Profession ☐ Retail/Mercantile ☐ Tradesman ☐ Lessor ☐ Other-Describe ______ IRS Business Activity Code ______

	Yes	No
9. 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).	☐	☐
10. Are there any other business operations that are operating from your address here in this town? If yes give name and mailing address.	☐	☐
11. Do you own tangible personal property that is leased or consigned to others in this town? If yes, complete **Lessor's Listing Report** *(below)*	☐	☐
12. Did you have in your possession on October 1st any borrowed, consigned, stored or rented property? If yes, complete **Lessee's Listing Report** *(page 4)*	☐	☐

LESSOR'S LISTING REPORT In order to avoid duplication of assessments related to leased personal property the following must be completed by Lessors: (Please note that property under conditional sales agreements **must** be reported by the lessor.) Computerized filings are acceptable as long as all information is reported in prescribed format.

	Lessee #1	Lessee #2	Lessee #3
Name of Lessee			
Lessee's address			
Physical location of equipment			
Full equipment description			
Is equipment self manufactured?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Acquisition date			
Current commercial list price new			
Has this lease ever been purchased, assumed or assigned?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, specify from whom			
Date of such purchase, etc.			
If original asset cost was changed by this transaction, give details.			
Type of lease	☐Operating ☐Capital ☐Conditional Sale	☐Operating ☐Capital ☐Conditional Sale	☐Operating ☐Capital ☐Conditional Sale
Lease Term – Begin and end dates			
Monthly contract rent			
Monthly maintenance costs if included in monthly payment above			
Is equipment declared on the Lessor's or the Lessee's manufacturing exemption application?	Yes ☐ No ☐ Lessor ☐ Lessee ☐	Yes ☐ No ☐ Lessor ☐ Lessee ☐	Yes ☐ No ☐ Lessor ☐ Lessee ☐

List or Account#: ____________

Owner's Name: ____________

Assessment date **October 1, 2023**

Required return date **November 1, 2023**

LESSEE'S LISTING REPORT

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.

Yes	No	
☐	☐	Did you dispose of any leased items that were in your possession on October 1, 2022? 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, 2022? 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			
Phone Number			
Lease Number			
Item description / Model #			
Serial #			
Year of manufacture			
Capital Lease	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Lease Term – Beginning/End			
Monthly rent			
Acquisition Cost			
Year Included			

DISPOSAL, SALE OR TRANSFER OF PROPERTY REPORT

DETAILED LISTING OF DISPOSED ASSETS COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost

DETAILED LISTING OF ASSETS ORIG VALUE ≤ $250 COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Pursuant to CGS 12-81(79) – Listing of assets purchased prior to 10/1/13 with an original value ≤ $250

Description of Item	Date Acquired	Acquisition Cost

TAXABLE PROPERTY INFORMATION

1) 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. Do not include disposed assets.
2) Reports are to be filed on an assessment year basis of October 1. Acquisitions between October 2 and December 31 apply to the new year. (i.e. acquisition made October 30, 2022 is reported in the year ending October 1, 2023).
3) Computerized filings are acceptable as long as all information is reported in prescribed format.
4) Do not include disposed assets. Disposals are used to reconcile last year's reporting with this year's reporting.

Assessor's Use Only

List # ____________

Town Code ____________

District Code ____________

2023 GRAND LIST
MANUFACTURING MACHINERY AND EQUIPMENT EXEMPTION CLAIM

This exemption claim form should accompany the Personal Property Declaration filed annually in order to properly receive the exemption provided under C.G.S. §12-81(76) as amended by PA 14-183, sections 2, 3 & 4. The following definitions are applicable for purposes of Public Act 11-61 Sec. 2 and referenced in Sec. 3.

Machinery and equipment means tangible personal property which is installed in a manufacturing facility and claimed on the owner's federal income tax return as either five-year property or seven-year property, as those terms are defined in Section 168(e) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended, and the predominant use of which is for manufacturing, processing or fabricating; for research and development, including experimental or laboratory research and development, design or engineering directly related to manufacturing; for the significant servicing, overhauling or rebuilding of machinery and equipment for industrial use or the significant overhauling or rebuilding of other products on a factory basis; for measuring or testing or for metal finishing; or used in the production of motion pictures, video and sound recordings

This form must be **filed on or before November 1, 2023** Claims must be filed annually with the municipal Assessor by any person seeking the exemption provided under C.G.S. §12-81(76), as amended, for manufacturing machinery and equipment and installed in a manufacturing facility. If extension to file is requested and granted, a late filing fee based on the value of the assessment is required. Contact your assessor for extension requests and fees provided under 12-81K and amended by PA 14-183, sections 2, 3, and 4.

This form is to be filed in the Town in which the machinery and equipment is installed

Manufacturer Information: (Lessor: provide Lessee information)		**Lessor Information**:	
Name		Name	
Business Address		Business Address	
City/ State/Zip		City/ State/Zip	

Person to be contacted if there are any questions:		**Required Identification Numbers**	
Name		Connecticut State Tax ID No.	
Title		Federal Taxpayer ID No.	
Address		NAICS/SIC Code	

		Benefits and Exempt Status Questions	**Yes or No**
Address			
Phone/Fax	/	Are you currently receiving benefits under CGS. §12-81 (60) OR (70) *Distressed Municipality Program?*	
E-mail		Is the machinery and equipment for which you are seeking exempt status depreciable on your books for IRS purposes?	
Property Location (Number, street, and town where machinery and equipment is installed.)		If no, on whose books are these assets depreciated?	

Check which description best applies and complete the detail description below:

1 ☐ manufacturing, processing or fabricating	2 ☐ measuring or testing	3 ☐ metal finishing
4 ☐ the significant overhauling or rebuilding of other products on a factory basis	5 ☐ used in the production of motion pictures, video and sound recordings	6 ☐ used in connection with biotechnology
7 ☐ research and development, including experimental or laboratory research and development, design or engineering directly related to manufacturing	8 ☐ the significant servicing, overhauling or rebuilding of machinery and equipment for industrial use	9 ☐ used in connection with recycling, as defined in C.G.S. §22a-260, **if** acquired and installed **on or after** July 1, 2006

Describe the business activity (in specific terms), which conforms to the above definition of manufacturing. Indicate the product manufactured:

INSTRUCTIONS

IMPORTANT: Read the descriptions of Personal Property Code #10 and Code #13 before completing the application for exemption. To ensure that you receive the appropriate exemption, you must report the total cost of machinery and equipment (i.e., original cost, excluding sales tax, plus the cost of transportation and installation) under the appropriate category code.

Code # 10:

Machinery and equipment not eligible for exemption under CGS §12-81(76): Industrial or manufacturing machinery and equipment the owner claims or claimed on a federal income tax return as three-year property (e.g., tools, dies, jigs, patterns, etc.) or ten-year or greater property (i.e., property that has a class life of more than 16 years). Air and water pollution control equipment, regardless of its class life does not meet the predominant use criteria for exemption under CGS. §12-81(76). Machinery and equipment located in a Distressed Municipality, Enterprise Zone or Enterprise Corridor Zone (regardless of its class life) which were included on DECD M47 form and you are filing Form M-55 to claim the property tax exemption under CGS §12-81(60) or (70).

Code # 13:

Machinery and equipment eligible for exemption under CGS §12-81(76): Manufacturing machinery and equipment acquired and installed, that is predominantly used for manufacturing or biotechnology, or used in connection with recycling (as defined in CGS §22a-260) and the owner or lessee of such machinery and equipment claims it on a federal income tax return as **five-year property or seven-year property**. To obtain the exemption under CGS §12-81(76), the owner or lessee who claims such property on a federal income tax return must file this exemption application.

Complete this form in its entirety, including the itemized listing of manufacturing machinery and equipment by year of acquisition.

#13 – Manufacturing machinery & equipment Eligible for exemption

Year Ending	Original Cost Transportation & Installation	% Value	Net Depreciated Value	Assessor's Approved Total Cost	Assessor's Approved Depreciated Value
10-1-2023		95%			
10-1-2022		90%			
10-1-2021		80%			
10-1-2020		70%			
10-1-2019		60%			
10-1-2018		50%			
10-1-2017		40%			
Prior Yrs		30%			
		Total			

I hereby certify that I am eligible for the property tax exemption provided under CGS §12-81(76). I further certify that all machinery and equipment listed herein was <u>acquired and installed</u> in the above named manufacturing facility, continues to be located there and is predominantly used for a manufacturing purpose. I agree to maintain and make available upon request to the Assessor or the Board of Assessors, supporting documentation, including, but not limited to, invoices, bills of sale, and bills of lading pertaining to the machinery and equipment for which I am claiming exempt status. I do hereby declare under penalty of false statement that the information contained herein is true and complete to the best of my knowledge, remembrance and belief, and that I am authorized to make application for this property tax exemption. I request that the cost information submitted herein be kept confidential.

Signature _______________________________ **Date** ____________

Print or type name of signer and title _______________________________

Failure to file this form in the manner and form, and within the time limit prescribed, *shall result in the assessor not applying the exemption allowed under* CGS §12-81(76).

Itemized Listing of Manufacturing Machinery and Equipment
2023 Grand List

INSTRUCTIONS:
- Print or type only. You may submit a computer printout containing all required Information in the prescribed format.
- List only manufacturing machinery and equipment eligible under CGS 12-81 (76). See definitions.
- **Do Not Include Sales Tax**.
- All monetary amounts should be rounded to the nearest whole dollar.
- Lessees are to provide only their transportation and installation costs (purchase price will be obtained from lessor).
- For leased property, enter Lease ID # beneath the name and address of the lessor.
- Provide IRS Classification* Please refer to IRS Code Section 168(e), ie: (A)(iii) or (B)(ii). **Do not provide class life**

TERMS:
- Total cost of acquisition is the price paid for the property, including the value of a 'trade-in', plus the cost of transportation and installation. (If installation required real property structural changes, the cost of such changes cannot be included.)
- The purchase price for self-constructed machinery and equipment is the unit cost.
- Date installed for leased property is the beginning date of the lease.

Inaccurate information may affect qualification for exemption.

The information requested on this form is essential to the applicant or machinery and equipment qualifying for exemption. Regardless of past practices, applications submitted which are incomplete or do not conform to the prescribed format will not be accepted. Description of machinery and equipment should be complete and readily identifiable. Property described as "miscellaneous", "manufacturing machinery or equipment", or numeric entries are not acceptable.

Property Description & Model ID #	# of Items	Date Acquired Mo./Day/Yr.	Date Installed Mo./Day/Yr.	IRS* Classification	Purchase Price	Transportation/ Installation Cost	Total Cost of Acquisition
						Page Total	
						Grand Total	

Failure to file this form in the manner and form, and within the time limit prescribed, *shall result in the assessor not applying the exemption allowed under* CGS §12-81(76).

Property Description & Model ID #	# of Items	Date Acquired Mo./Day/Yr.	Date Installed Mo./Day/Yr.	IRS* Classifi-cation	Purchase Price	Transportation/ Installation Cost	Total Cost of Acquisition
						Page Total	
						Grand Total	

*Property shall be treated as: If it has a class life (in years) of:

5 year property . . . . .more than 4 but less than 10

7 year property. . . . . 10 or more but less than 16

List or Account#: ______________

Owner's Name: ______________________________

Assessment date **October 1, 2023**

Required return date **November 1, 2023**

Assessor's Use Only

# 9 – Motor Vehicles Unregistered motor vehicles & vehicles garaged in Connecticut but registered in another state	VEHICLE 1	VEHICLE 2	VEHICLE 3
Year			
Make			
Model			
VIN			
Length			
Weight			
Purchase $			
Date			
Value			

#10 – Manufacturing machinery & equipment not eligible under CGS 12-81 (76) (MM&E) for exemption and any for assets included on DECD EZ M47 form.

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

#9	
#10	

#11 – Horses and Ponies	#1	#2	#3
Breed			
Registered			
Age			
Sex			
Quality			
Breeding			
Show			
Pleasure			
Racing			
Value			

#12 – Commercial Fishing Apparatus

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

#11	
#12	

#13 – Manufacturing machinery & equipment eligible under CGS 12-81(76) for exemption - must complete exempt claim.

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

#14 – Mobile Manufactured Homes if not currently assessed as real estate	#1	#2	#3
Year			
Make			
Model			
ID Number			
Length			
Width			
Bedrooms			
Baths			
Value			

#13	
#14	

#16 - Furniture, fixtures and equipment

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

#16	

#17 – Farm Machinery

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

#18 – Farm Tools

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

#17	
#18	

List or Account#: __________ Assessment date **October 1, 2023**

Owner's Name: __________ Required return date **November 1, 2023**

#19 – Mechanics Tools

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

20 -- Electronic data processing equipment

In accordance with Section 168 IRS Codes Computers Only

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		80%	
10-1-21		60%	
10-1-20		40%	
Prior Yrs		20%	
Total		Total	

#19

#20

#21a Telecommunication company equipment not technologically advanced –include previously coded #21c property with #21a

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

#21b Telecommunication company equipment technologically advanced–include previously coded #21d property with #21b

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		80%	
10-1-21		60%	
10-1-20		40%	
Prior Yrs		20%	
Total		Total	

21a and 21b Total

#21

#22 – Cables, conduits, pipes, Class I Renewables, etc

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23			
10-1-22			
10-1-21			
10-1-20			
10-1-19			
10-1-18			
10-1-17			
Prior Yrs			
Total		Total	

Check here if a DPUC regulated utility

23 - Expensed Supplies

The average is the total amount expended on supplies since October 1, 2022 divided by the number of months in business since October 1, 2022.

Year Ending	Total Expended	# of Months	Average Monthly
10-1-23			

#22

#23

#24a – Other Goods - including leasehold improvements

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

#24b -- Rental Entertainment Medium

Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		80%	
10-1-21		60%	
10-1-20		40%	
Prior Yrs		20%	
Total		Total	

______ # of video tapes ______ # of DVD movies

______ # of music CD's ______ # of video games

24a and 24b Total

#24

Reconciliation of Fixed Assets

Assets declared last October 1, 2022 __________

Assets disposed of since last October 1, 2022 - __________

Assets added since last October 1, 2022* + __________

Assets originally valued ≤ $250 & over 10 years old ** - __________

Assets declared this year October 1, 2023 __________

Amount of expensed equipment last year __________

Capitalization Threshold __________

*Complete Detailed Listing of Disposed Assets –page 4

** Assets Orig Value ≤ $250 – page 4

2023 Personal Property Declaration – Summary Sheet

Commercial and financial information is not open to public inspection.

Assessment date **October 1, 2023**
Required return date **November 1, 2023**

List or Account#: ____________

Owner's Name: ____________

DBA: ____________

Mailing address: ____________

City/State/Zip: ____________

This Personal Property Declaration must be signed and delivered or postmarked by Wednesday, November 1, 2023 to Vernon Assessor 8 Park Place Vernon, CT 06066-3291

Location (street & number) ____________

Property Code and Description	**Net Depreciated Value** pages 5 & 6	Code (*Assessor's Use Only*)	**Assessments** (*Assessor's Use Only*)
#9 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. If you are a farmer eligible for the exemption under Sec. 12-91, list tractors in Code 17.		#9	
#10 - Machinery & Equipment Industrial manufacturing machinery and equipment (e.g., tools, dies, jigs, patterns, etc.). Include air and water pollution control equipment.		#10	
#11 Horses And Ponies Describe your horses and ponies. A $1,000 assessment exemption per animal will be applied. If you are a farmer, the exemption may be 100% provided Form M-28 is filed with and approved by the Assessor.		#11	
#12 - Commercial Fishing Apparatus All fishing apparatus exclusively used by a commercial fisherman in his business (e.g., fishing poles, nets, lobster pots, fish finders, etc.). A $500 value exemption will be applied.		#12	
#13 –Manufacturing machinery & equipment Manufacturing machinery and equipment used in manufacturing; used in research or engineering devoted to manufacturing; or used for the significant servicing or overhauling of industrial machinery or factory products and eligible for exemption under CGS 12-81 (76). (Formerly property Codes 13 & 15)		#13	
#14 Mobile Manufactured Homes if not currently assessed as real estate		#14	
#16 - 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, copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machines, postage meters, cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitchen equipment, etc.		#16	
#17 - Farm Machinery Farm machinery (e.g., tractors, harrows, bush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, aquaculture equipment, etc.), used in the operation of a farm.		#17	
#18 - Farming Tools Farm tools, (e.g., hoes, rakes, pitch forks, shovels, hoses, brooms, etc.).		#18	
#19 - Mechanics Tools Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).		#19	
#20 - Electronic Data Processing Equipment Electronic data processing equipment (e.g., computers, printers, peripheral computer equipment, and any computer based equipment acting as a computer as defined under Section 168 of the IRS Code of 1986, etc.). Bundled software is taxable and must be included.		#20	
#21 - Telecommunications Equipment Excluding furniture, fixtures, and computers, #21a includes cables, conduits, antennae, batteries, generators or any equipment not deemed technologically advanced by the Assessor. #21b includes controllers, control frames, relays switching and processing equipment or other equipment deemed technologically advanced by the Assessor.		#21	
#22 - Cables, conduits, pipes, poles, towers (if not currently assessed as real estate), **underground mains, wires, turbines, Class I Renewables, etc.,** of gas, heating, or energy producing companies, telephone companies, water and water power companies. Include items annexed to the ground (e.g., hydraulic car lifts, gasoline holding tanks, pumps, truck scales, etc.), as well as property used for the purpose of creating or furnishing a supply of water (e.g., pumping stations).		#22	
#23 - Expensed Supplies The average monthly quantity of supplies normally consumed in the course of business (e.g., stationery, post-it notes, toner, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies and maintenance supplies, etc.).		#23	
#24 – Other All Other Goods, Chattels and Effects Any other taxable personal property not previously mentioned or which does not appear to fit into any of the other categories. (e.g. video tapes, vending machines, pinball games, video games, signs, billboards, coffee makers, water coolers, **leasehold improvements**.		#24	
Total Assessment – all codes #9 through #24 **Subtotal >**			
#25 – Penalty for failure to file as required by statute – 25% of assessment		#25	

Exemption - Check box adjacent to the exemption you are claiming:

- ☐ I – Farming Tools - $500 value ☐ I – Horses/ponies $1000 assessment per animal ☐ I – Mechanic's Tools - $500 value
- ☐ K – Municipal Leased ☐ **M** – Commercial Fishing Apparatus - $500 value

All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by the required return date

- ☐ **G & H** – Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption application M-55 required annually
- ☐ I – Farm Machinery $100,000 assessment - Exemption application M-28 required annually
- ☐ **J – Class I Renewable - Exemption Application required.**
- ☐ **J** – Water Pollution or Air Pollution control equipment – Connecticut DEEP certificate required – provide copy
- ☐ **U** – Manufacturing Machinery & Equipment - Exemption claim required annually

Total Net Assessment **Assessor's Final Assessment Total >**

List or Account#: ______________________________ Assessment date **October 1, 2023**
Owner's Name: ______________________________ Required return date **November 1, 2023**

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.

SEE PAGE TWO (2) FOR SIGNATURE REQUIREMENTS.

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

Direct questions concerning declaration to the Assessor's Office where property is located at:

Phone 860– 870-3625

Fax 860– 870-3586

Hand deliver declaration to

Town of Vernon
Assessor's Office
8 Park Place
Vernon, CT

Mail declaration to:

Town of Vernon
Assessor's Office
8 Park Place
Vernon, CT 06066-3291

Check Off List:

- ☐ **Read instructions on page 2**
- ☐ **Complete appropriate sections**
- ☐ **Complete exemption applications**
- ☐ **Sign & date as required on page 8**
- ☐ **Make a copy for your records**
- ☐ **Return by November 1, 2023**

Notes:

This Personal Property Declaration must be signed above and delivered to the Vernon Assessor or postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) by Wednesday, November 1, 2023 -OR- a 25% Penalty as required by law shall be applied.