

## 2023 Groton, Connecticut 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 still own and are 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 \_\_\_\_\_ Said business or property was (Please  appropriate box):  
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

**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**

# 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 and 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 **request the filing extension in writing on or before November 1, 2023 (PA 19-210)**.

### 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, installation & transportation	% 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 |



List or Account#: \_\_\_\_\_

Assessment date October 1, 2023

Owner's Name: \_\_\_\_\_

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 <input type="checkbox"/>	No <input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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 <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			

**DISPOSAL, SALE OR TRANSFER OF PROPERTY REPORT**

Disposal, sale or transfer of property – If you disposed of, sold or transferred a portion of the property included in last year's filing, complete the Detailed Listing Of Disposed Assets Report And Reconciliation Of Fixed Assets on page 6. If you no longer own the business noted on the cover sheet you do not need to complete this declaration. You must, however, return to the Assessor this declaration along with the complete AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS FOUND in this return. DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY REPORTING SECTION.

**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.

List or Account#: \_\_\_\_\_

Assessment date October 1, 2023

Owner's Name: \_\_\_\_\_

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, installation & transportation	% 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, installation & transportation	% 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, installation & transportation	% 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, installation & transportation	% 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, installation & transportation	% 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, installation & transportation	% 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, installation & transportation	% 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%	
<b>Total</b>		<b>Total</b>	

# 20 -- Electronic data processing equipment			
In accordance with Section 168 IRS Codes Computers Only			
Year Ending	Original cost, installation & transportation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		80%	
10-1-21		60%	
10-1-20		40%	
Prior Yrs		20%	
<b>Total</b>		<b>Total</b>	

#19 \_\_\_\_\_  
#20 \_\_\_\_\_

#21a Telecommunication company equipment not technologically advanced –include previously coded #21c property with #21a			
Year Ending	Original cost, installation & transportation	% 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%	
<b>Total</b>		<b>Total</b>	

#21b Telecommunication company equipment technologically advanced–include previously coded #21d property with #21b			
Year Ending	Original cost, installation & transportation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		80%	
10-1-21		60%	
10-1-20		40%	
Prior Yrs		20%	
<b>Total</b>		<b>Total</b>	

21a and 21b Total

#21 \_\_\_\_\_

#22 – Cables, conduits, pipes, Class I Renewables, etc.			
Year Ending	Original cost, installation & transportation	% 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			
<b>Total</b>		<b>Total</b>	

# 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 \_\_\_\_\_

Check here if a FERC or PURA regulated utility

#24a – Other Goods - including leasehold improvements			
Year Ending	Original cost, installation & transportation	% 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%	
<b>Total</b>		<b>Total</b>	

#24b -- Rental Entertainment Medium			
Year Ending	Original cost, installation & transportation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		80%	
10-1-21		60%	
10-1-20		40%	
Prior Yrs		20%	
<b>Total</b>		<b>Total</b>	

\_\_\_\_\_ # 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  
 Assessor of Town  
 where property is located**

<b>Property Code and Description</b>	<b>Net Depreciated Value</b> <small>pages 5 &amp; 6</small>	<b>ASSESSOR'S USE ONLY</b>	
		<b>Code</b>	<b>ASSESSMENTS</b>
<b>#9 Motor Vehicles</b> 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.		<b>#9</b>	
<b>#10 - Machinery &amp; Equipment</b> Industrial manufacturing machinery and equipment (e.g., tools, dies, jigs, patterns, etc.). Include air and water pollution control equipment.		<b>#10</b>	
<b>#11 Horses and Ponies</b> 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.		<b>#11</b>	
<b>#12 - Commercial Fishing Apparatus</b> 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.		<b>#12</b>	
<b>#13 -Manufacturing machinery &amp; equipment</b> 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)		<b>#13</b>	
<b>#14 Mobile Manufactured Homes</b> if not currently assessed as real estate		<b>#14</b>	
<b>#16 - Furniture &amp; Fixtures</b> 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.		<b>#16</b>	
<b>#17 - Farm Machinery</b> 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.		<b>#17</b>	
<b>#18 - Farming Tools</b> Farm tools (e.g., hoes, rakes, pitch forks, shovels, hoses, brooms, etc.).		<b>#18</b>	
<b>#19 - Mechanics Tools</b> Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).		<b>#19</b>	
<b>#20 - Electronic Data Processing Equipment</b> 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.		<b>#20</b>	
<b>#21 - Telecommunications Equipment</b> 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.		<b>#21</b>	
<b>#22 - Cables, conduits, pipes, poles, towers</b> (if not currently assessed as real estate), <b>underground mains, wires, turbines, Class I Renewables, Cylinder and other Tanks</b> 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).		<b>#22</b>	
<b>#23 - Expensed Supplies</b> 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.).		<b>#23</b>	
<b>#24 - Other All Other Goods, Chattels and Effects</b> 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, <b>leasehold improvements and construction in progress (CIP)</b> ).		<b>#24</b>	
<b>Total Net Depreciated and Assessment – all codes #9 through #24</b>	<b>Subtotal &gt;</b>		
<b>#25 – Penalty</b> for failure to file as required by statute – 25% of assessment		<b>#25</b>	
<b>Exemption - Check box adjacent to the exemption you are claiming:</b>			
<input type="checkbox"/> <b>I – Farming Tools - \$500 value</b> <input type="checkbox"/> <b>I – Horses/ponies \$1000 assessment per animal</b> <input type="checkbox"/> <b>I – Mechanic's Tools - \$500 value</b>			
<input type="checkbox"/> <b>K – Municipal Leased</b> <input type="checkbox"/> <b>M – Commercial Fishing Apparatus - \$500 value</b>			
All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by the required return date			
<input type="checkbox"/> <b>G &amp; H – Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption application M-55 required annually</b>			
<input type="checkbox"/> <b>I – Farm Machinery \$100,000 assessment - Exemption application M-28 required annually</b>			
<input type="checkbox"/> <b>J – Class I Renewable - Exemption Application M-44 required.</b>			
<input type="checkbox"/> <b>J – Water Pollution or Air Pollution control equipment – Connecticut DEEP certificate required – provide copy</b>			
<input type="checkbox"/> <b>U – Manufacturing Machinery &amp; Equipment Claim Form - Exemption claim required annually</b>			
<b>Assessor's Final Assessment Total &gt;</b>			

