

IMPORTANT TAX NOTICE

This Declaration must be hand delivered by 5:00PM on Friday **November 1, 2019** or have a U.S. postmark (CGS §1-2a) on or before **Friday November 1, 2019**.

If a certificate of mailing is used to mail mass declarations, a copy must accompany the mailed declaration.

If no declaration is filed, the Assessor shall fill out a declaration including all property which the assessor has reason to believe is owned by the person for whom such declaration is prepared, from the best information they can obtain, and add thereto twenty-five percent (25%) penalty of such assessment.

Personal Property Declaration For October 1, 2019

All persons who, as of **October 1, 2019**, are conducting any type of business, or who are farmers, or who are owners of non-registered motor vehicle(s), or who are owners of non-Connecticut registered motor vehicle(s), or who are owners of horse(s), or who are lessors of property located in West Haven must complete and file this Personal Property Declaration no later than **November 1, 2019**.

This is the **required declaration** for the City of West Haven, Connecticut. This is your only notification to file by **November 1, 2019**. Failure to file by **November 1, 2019** will result in a 25% penalty. Failure to sign as required will result in a 25% penalty.

Forms and information are available at www.cityofwesthaven.com. Click "Departments", then "Assessor's Office".

AFFIDAVIT OF BUSINESS SOLD OR CLOSED OR MOVED (OUT OF WEST HAVEN)

If as of October 1, 2019 you have closed, moved (out of West Haven) or sold the business noted on this page, then you must complete, sign and return this affidavit with supporting documentation to the Assessor's Office no later than November 1, 2019. **See Page 2 for information.**

I _____ of _____ at _____
Business owners name Business name (if applicable) West Haven street location of business name shown

With regards to said business I do so certify that on _____ said business was (Please check one):

SOLD TO: _____
Print Name Print Address (including street number, town or city, state and zip code)

CLOSED: Attach supporting documentation (See Page 2).

MOVED TO: _____
Street Name and Number Town or City State Zip Code

The maker of a false affidavit/statement shall be subject to such fines, penalties and/or imprisonment as provided by law.

Signature

Print Name

Date Signed

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.

GENERAL INSTRUCTIONS

1. All sections are not applicable to everyone. Read the following and complete all relevant sections of this Declaration.
2. **Read all the instructions on this page.**
3. Complete all the appropriate sections of this Declaration.
4. Sign and have your signature, if required, notarized on Page 7.
5. Make a copy of your completed Declaration for your file.
6. Hand-deliver or mail this Declaration to the Assessor’s Office, City of West Haven, City Hall, 355 Main Street, West Haven, CT 06516 no later than November 1, 2019.

WHO SHOULD FILE THIS FORM? All persons who, as of October 1, 2019, are:

1. Anyone conducting any type of business;
2. Lessors;
3. Owners of horses;
4. Farmers;
5. Owners of non-registered motor vehicle(s);
6. Owners of non-Connecticut registered motor vehicle(s).

WHAT SHOULD BE DECLARED? All personal property items used (full or part-time) in the conduct of the business (include items donated, given to you or owned prior to starting your business), horses and/or non-registered motor vehicles. See Pages 4 and 5 for examples of some of the items that must be declared. Pursuant to CGS 12-81(79) tangible personal property with an original value of not more than \$250 and over 10 years old is **EXEMPT**. Complete page 3 listing these assets.

HOW DO I COMPLETE THIS FORM? Everyone must complete the GENERAL INFORMATION Section on page 3 and then:

1. Owners of Non-Connecticut registered motor vehicles, or non-registered motor vehicles must complete #09 on page 4;
2. Owners of horses, ponies and thoroughbreds must complete #11 on page 4;
3. Owners of mobile manufactured home(s), not assessed as real estate, must complete #14 on page 4;
4. All those conducting a business (including farmers) must complete the BUSINESS DATA SECTION on page 3, the Taxable Property Information, pages 4 and 5 and the Lessee’s Report on page 6, if you have any leased, borrowed, consigned, stored or rented equipment, in your possession; the Lessor’s Report on page 6, if you have leased, consigned, loaned, or rented equipment to another and the Reconciliation of Assets on page 6, if you disposed of any property declared last year;
5. Lessor’s complete the BUSINESS DATA SECTION on page 3, the Taxable Property Information on pages 4 and 5 and the Lessor’s Report on page 6.

TAXABLE PROPERTY INFORMATION Your cost information is **confidential and not open to public inspection**. The original acquisition cost should include any additional charges for transportation and installation. The original acquisition cost less the standard depreciation (as shown on Page 4 and Page 5) will determine the depreciated cost. The total depreciated cost times 70% will determine the gross assessment for that particular category of personal property. Include all assets that may have been fully depreciated, written off, or charged to expensed but are still owned. If more space is needed, then attach additional pages to this Form.

IS A SIGNATURE REQUIRED? All Declarations must be signed and/or notarized on page 7. **All signatures except sole proprietors and simple partnership signatures must be notarized.** Agents, employees, officers or owners signing for a corporation, LLC, LP, LLP or PC must have the Declaration properly sworn to and notarized; **OR** if a corporation, provide a statement bearing the corporate seal and signed by the corporate secretary setting out the office held by the signer of the Declaration and the dates such office was held. If you are uncertain as to whether your declaration must be notarized, have it notarized.

WHEN DOES THIS FORM HAVE TO BE FILED? The Declaration must be filed annually on or before **November 1, 2019** (CGS §12-41).The Declaration must either be hand-delivered, by 5:00 pm, to the Assessor’s Office on or before **November 1, 2019** or have a U.S. postmark (CGS §1-2a) on or before **November 1, 2019**. **If using a certificate of mailing, the copy MUST be attached to the declaration.** See Penalties. All Declarations must be signed and/or notarized on either page 7 or page 1.

ARE THERE PENALTIES? When a Declaration is not signed, a 25% penalty is applied to the total assessment. When Declarations are filed after **November 1, 2019** and an extension has not been granted, a 25% penalty is applied to the total assessment. Mailed Declarations must have a U.S. postmark of **November 1, 2019** or before. **If using a certificate of mailing to file the declaration, a copy must accompany the declaration.** When an extension is granted and the Declaration is not filed by the extension deadline, a 25% penalty is applied to the total assessment. 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. Declarations filed with “same as last year” are insufficient and shall be considered an incomplete declaration subject to a 25% penalty. A Declaration not filed shall result in a value determined by the Assessor plus a 25% penalty will be applied to the total assessment. (CGS §12-41)

SOLD, CLOSED OR MOVED (OUT OF WEST HAVEN)? If, on or before October 1, 2019, you sold, closed or moved (out of West Haven) the business noted on page 1, you must complete the form on page 1 and provide documentation as to the new owner, the date the business ceased or your new address. Otherwise, the Assessor must assume that you still own taxable personal property and have only failed to declare it. Examples of documentation: bill of sale, Letter of Dissolution, letter from your bank noting the date the account was closed, shipping invoices etc.

EXEMPTIONS? On page 8 check the box next to the exemption(s) you are claiming. Some exemptions require an additional application in order to receive that exemption. Obtain the form (if any, as shown on page 8) from the Assessor’s Office or www.cityofwesthaven.com. The extension to file the Declaration, if granted, does not apply to all required exemption applications. Failure to timely file for an exemption shall be considered a waiver of one’s right to that exemption.

EXTENSION? The Assessor may grant a filing extension for good cause. If an extension is needed, contact the Assessor in writing (PA 19-200) on or before **November 1, 2019** stating the reason for the extension (CGS §12-42 & 12-81k). The decision to grant an extension is the sole responsibility of the Assessor. There is no appeal.

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).

QUESTIONS? Assessor’s Office at 203-937-3515 from 9:00 am to 5:00 pm, Monday through Friday or www.cityofwesthaven.com

RETURN MAILING INSTRUCTIONS

1. Properly sign page 7 (or page 1, if appropriate);
2. Make a copy of your completed declaration;
3. Complete the return address;
4. Fold the entire Declaration in half;
5. Seal the open ends of this Declaration (USE TAPE; Do **not** staple as the Post Office will not deliver it);
6. Place correct first class postage where indicated;
7. Mail on or before **November 1, 2019**. (PENALTIES APPLY; See Above).

AN EXAMPLE OF HOW TO COMPLETE THE TABLES ON PAGES 4 AND 5

How Should the Following Be Declared?	16. Furniture, Fixtures and Equipment			
	Acquired	Original Cost	% Good	Depreciated Value
June 10, 2016, you bought a desk for \$800 and a chair for \$80. On October 23, 2017, you buy a display rack for \$1,000. You have a laser printer you bought 10 years ago for \$2,000 that is being used in your business.	10-02-2018 to 10-01-2019		95%	
	10-02-2017 to 10-01-2018	1000	90%	900
	10-02-2016 to 10-01-2017		80%	
	10-02-2015 to 10-01-2016	880	70%	620
	10-02-2014 to 10-01-2015		60%	
	10-02-2013 to 10-01-2014		50%	
	10-02-2012 to 10-01-2013		40%	
See The Table To The Right For The Answer	10-01-2012 AND BEFORE	2000	30%	600
	Total	3880	Total	2130

GENERAL INFORMATION

1. Legal Name of the Business _____
NOTE: A trade name is **not** a legal name.
2. DBA(S) [i.e., trade name(s)] _____
3. Street location(s) in West Haven [**including** street number(s)] _____
4. Mailing Address _____
STREET NAME AND NUMBER, or PO BOX NUMBER CITY or TOWN STATE ZIP CODE
- 5 Email: _____

BUSINESS DATA

DIRECT QUESTIONS TO:

LOCATION OF ACCOUNTING RECORDS:

5. Person's Name _____
6. Company's Name _____
7. Address _____
8. City/State/Zip _____
9. Telephone / Fax () / () () / ()
10. Description of Business _____
11. How many employees work in West Haven only? _____ Date your business began in West Haven? _____
12. How many square feet does your firm occupy at your location(s) in West Haven? Own _____ Lease _____
13. Ownership, check only one: Sole Owner (Simple) Partnership Inc PC LLC LP LLP Type "S" Corp Other (Explain): _____
14. Type of Business: Lessor Manufacturer Professional Retail/Mercantile Service Tradesman Wholesaler Other (Describe): _____
IRS BUSINESS ACTIVITY CODE: _____
15. In the last 12 months was any of the property included in this declaration located in another Connecticut town for at least 3 months?
 No Yes If yes, then please list below by specific months, code, cost, and location(s). (attach additional sheet if needed)
16. Are there any other businesses that are operating from **your office, your home, your place of business or address** here in West Haven?
 No Yes If yes, please list the name(s) and mailing address(es) below. (attach additional sheet if needed)
17. If you answered "Yes" to Question 16, is the personal property of the business(es) you listed above included in this declaration?
 Yes No If no, please explain: _____

DISPOSAL, SALE OR TRANSFER OF PROPERTY REPORT – copy and attach additional sheets if needed

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 below **AND** also the 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 on page 1. **DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY REPORTING SECTION.**

Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost

List Below All Assets with an Original Value ≤ \$250 (copy and attach sheets as needed) DO NOT INCLUDE ON PAGE 4 OR 5
Pursuant to CGS 12-81(79) Listing of assets purchased prior to 10/1/09 with an original cost ≤ \$250

Description of Item	Date Acquired	Acquisition Cost

09	MOTOR VEHICLES NON-REGISTERED & OUT-OF-STATE REGISTERED Examples: campers, RV's, snowmobiles, trucks, passenger cars, tractors, off-road construction vehicles, etc even if not capable of being used and any vehicle garaged in Connecticut but registered in another state, or any vehicle not registered at all. If you are a farmer eligible for exemption under Section 12-91 CGS, then list tractors in code 17 and complete an M-28 Form.	Year	Make	Model	ID Number	Length/Width	Purchase Date and Price	Value	

10	MANUFACTURING MACHINERY/EQUIPMENT (NOT EXEMPT) For 3 year property (e.g., tools, dies, jigs, patterns, etc) or 10 year or greater property (i.e., property that has a class life of more than 16 years). Do not include manufacturing machinery or manufacturing equipment that is being claimed under Code #13 and on the M-65 Form.	Acquired From		Original Cost	Percent Good	Depreciated Cost
		10-02-2018 to 10-01-2019			95%	
		10-02-2017 to 10-01-2018			90%	
		10-02-2016 to 10-01-2017			80%	
		10-02-2015 to 10-01-2016			70%	
		10-02-2014 to 10-01-2015			60%	
		10-02-2013 to 10-01-2014			50%	
		10-02-2012 to 10-01-2013			40%	
		10-01-2012 AND BEFORE			30%	
Total			Total			

11	HORSES AND PONIES ONLY Eligible farmer, then complete an M-28 Form.	Breed	Age	Registered	Sex	Breeding/Show/Pleasure/Racing	Value	

12	COMMERCIAL FISHERMEN ONLY All fishing apparatus actually and exclusively used in a commercial fishing operation. Examples: fishing poles, nets, lobster pots, fish finders, etc. Do not include the vessel.	Acquired From		Original Cost	Percent Good	Depreciated Cost
		10-02-2018 to 10-01-2019			95%	
		10-02-2017 to 10-01-2018			90%	
		10-02-2016 to 10-01-2017			80%	
		10-02-2015 to 10-01-2016			70%	
		10-02-2014 to 10-01-2015			60%	
		10-02-2013 to 10-01-2014			50%	
		10-02-2012 to 10-01-2013			40%	
		10-01-2012 AND BEFORE			30%	
Total			Total			

13 **MANUFACTURERS ONLY** Special Form Required: Call or Visit www.cityofwesthaven.com. Click on "Departments", then "Assessor's Office" Manufacturing and Biotechnology Machinery/Equipment; M-65 Application.

14	MOBILE MANUFACTURED HOMES Only if not assessed as real estate.	Year	Make	Model	Bdrms/Baths	Length	Purchase Date/Price	Value

16	FURNITURE, FIXTURES & EQUIPMENT 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.	Acquired From		Original Cost	Percent Good	Depreciated Value
		10-02-2018 to 10-01-2019			95%	
		10-02-2017 to 10-01-2018			90%	
		10-02-2016 to 10-01-2017			80%	
		10-02-2015 to 10-01-2016			70%	
		10-02-2014 to 10-01-2015			60%	
		10-02-2013 to 10-01-2014			50%	
		10-02-2012 to 10-01-2013			40%	
		10-01-2012 AND BEFORE			30%	
Total			Total			

17	FARMERS ONLY: FARM MACHINERY Farm machinery actually and exclusively used in the operation of a farm. Examples: tractors, harrows, bush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, dozers, backhoes, hydroponic farm equipment or aquaculture equipment, etc.	Acquired From		Original Cost	Percent Good	Depreciated Value
		10-02-2018 to 10-01-2019			95%	
		10-02-2017 to 10-01-2018			90%	
		10-02-2016 to 10-01-2017			80%	
		10-02-2015 to 10-01-2016			70%	
		10-02-2014 to 10-01-2015			60%	
		10-02-2013 to 10-01-2014			50%	
		10-02-2012 to 10-01-2013			40%	
		10-01-2012 AND BEFORE			30%	
Total			Total			

18	FARMERS ONLY: FARM TOOLS Farm tools actually and exclusively used in the operation of a farm. Examples: rakes, pitch forks, shovels, hoses, brooms, etc.	Acquired From		Original Cost	Percent Good	Depreciated Value
		10-02-2018 to 10-01-2019			95%	
		10-02-2017 to 10-01-2018			90%	
		10-02-2016 to 10-01-2017			80%	
		10-02-2015 to 10-01-2016			70%	
		10-02-2014 to 10-01-2015			60%	
		10-02-2013 to 10-01-2014			50%	
		10-02-2012 to 10-01-2013			40%	
		10-01-2012 AND BEFORE			30%	
Total			Total			

Acquired From	Original Cost	Percent Good	Depreciated Cost	<p style="text-align: center;">AUTOMOTIVE MECHANICS ONLY</p> <p>Mechanics tools actually and exclusively used in the automotive trade.</p> <p>Examples: wrenches, air hammers, jacks, sockets, etc.</p> <p>Do not include carpenter tools. Carpenter tools should be listed under code 24a.</p>	19
10-02-2018 to 10-01-2019		95%			
10-02-2017 to 10-01-2018		90%			
10-02-2016 to 10-01-2017		80%			
10-02-2015 to 10-01-2016		70%			
10-02-2014 to 10-01-2015		60%			
10-02-2013 to 10-01-2014		50%			
10-02-2012 to 10-01-2013		40%			
10-01-2012 AND BEFORE		30%			
Total		Total			

Acquired From	Original Cost	Percent Good	Depreciated Cost	<p style="text-align: center;">COMPUTERS ONLY</p> <p>Examples: 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.</p> <p>Bundled software is taxable and must be included.</p>	20
10-02-2018 to 10-01-2019		95%			
10-02-2017 to 10-01-2018		80%			
10-02-2016 to 10-01-2017		60%			
10-02-2015 to 10-01-2016		40%			
10-01-2015 and Before		20%			
Total		Total			

Acquired From	Original Cost	Percent Good	Depreciated Cost	<p style="text-align: center;">TELECOMMUNICATION COMPANIES ONLY</p> <p>All telecommunication equipment, including fully depreciated equipment, which is not technologically advanced – include previously coded #21c property with #21a</p>	21a
10-02-2018 to 10-01-2019		95%			
10-02-2017 to 10-01-2018		90%			
10-02-2016 to 10-01-2017		80%			
10-02-2015 to 10-01-2016		70%			
10-02-2014 to 10-01-2015		60%			
10-02-2013 to 10-01-2014		50%			
10-02-2012 to 10-01-2013		40%			
10-01-2012 AND BEFORE		30%			
Total		Total			

Acquired From	Original Cost	Percent Good	Depreciated Cost	<p style="text-align: center;">TELECOMMUNICATION COMPANIES ONLY</p> <p>All telecommunication equipment, including fully depreciated equipment, which is technologically advanced – include previously coded #21d property with #21b</p>	21b
10-02-2018 to 10-01-2019		95%			
10-02-2017 to 10-01-2018		80%			
10-02-2016 to 10-01-2017		60%			
10-02-2015 to 10-01-2016		40%			
10-01-2015 and Before		20%			
Total		Total			

Acquired From	Original Cost	Percent Good	Depreciated Cost	<p style="text-align: center;">UTILITY COMPANIES ONLY</p> <p>Examples: 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 (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).</p> <p>If you are a DPUC regulated utility, check this box <input type="checkbox"/></p>	22
10-02-2018 to 10-01-2019		95%			
10-02-2017 to 10-01-2018		90%			
10-02-2016 to 10-01-2017		80%			
10-02-2015 to 10-01-2016		70%			
10-02-2014 to 10-01-2015		60%			
10-02-2013 to 10-01-2014		50%			
10-02-2012 to 10-01-2013		40%			
10-01-2012 AND BEFORE		30%			
Total		Total			

Acquired From	a. Total Expended	b. # of Months	c. Average Monthly	<p style="text-align: center;">EXPENSED SUPPLIES</p> <p>The average monthly quantity of supplies normally consumed in the course of business ($a \div b = c$). Examples: stationery, post-it notes, typewriter ribbons, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies and maintenance supplies, etc). Any supply incorporated into a “for sale” item shall be considered inventory and as such exempt 12-81 (54).</p>	23
10-02-2018 to 10-01-2019					

Acquired From	Original Cost	Percent Good	Depreciated Cost	<p style="text-align: center;">ALL OTHER TAXABLE PERSONAL PROPERTY</p> <p>All other goods, chattels, effects or taxable personal property, <u>except video tapes</u>, not previously mentioned or which does not fit into any of the other categories.</p> <p>Examples: machinery, equipment, vending machines, pinball machines, video games, signs, billboards, coffee makers, water coolers, leasehold improvements (i.e., improvements made by the lessee), carpenter’s tools, landscape equipment, etc.</p> <p>List briefly: _____</p>	24a
10-02-2018 to 10-01-2019		95%			
10-02-2017 to 10-01-2018		90%			
10-02-2016 to 10-01-2017		80%			
10-02-2015 to 10-01-2016		70%			
10-02-2014 to 10-01-2015		60%			
10-02-2013 to 10-01-2014		50%			
10-02-2012 to 10-01-2013		40%			
10-01-2012 AND BEFORE		30%			
Total		Total			

Acquired From	Original Cost	Percent Good	Depreciated Cost	<p style="text-align: center;">VIDEO TAPES, DVD MOVIES, MUSIC CD’s & VIDEO GAMES ONLY</p> <p>Average number of video tapes on hand _____</p> <p>Average number of DVD movies on hand _____</p> <p>Average number of music CD’s on hand _____</p> <p>Average number of video games on hand _____</p>	24b
10-02-2018 to 10-01-2019		95%			
10-02-2017 to 10-01-2018		80%			
10-02-2016 to 10-01-2017		60%			
10-02-2015 to 10-01-2016		40%			
10-01-2015 and Before		20%			
Total		Total			

LESSOR'S REPORT

Lessor: One who leases property to another but for purposes of this report, also include all items leased, rented, consigned or loaned to another.

IN ORDER TO AVOID A DUPLICATION OF ASSESSMENTS RELATED TO LEASED PROPERTY, THE FOLLOWING MUST BE COMPLETED

	Lessee #1	Lessee #2	Lessee #3
Name of Lessee			
Lessee's address			
Physical location of equipment			
Full equipment description			
Is equipment self manufactured			
Acquisition date			
Current commercial list price new			
Has this lease ever been purchased, assumed or assigned?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, specify from whom			
Date of such purchase, etc.			
If original asset cost was changed by this transaction, give details.			
Type of lease	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale
Lease Term: Begin and end dates			
Monthly contract rent			
Monthly maintenance costs if included in monthly payment above			
Is equipment declared on either the Lessor's or the Lessee's new manufacturing exemption application (M65)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>

LESSEE'S REPORT

Lessee: One who leases from another person or company but for purposes of this report, also include all items leased, borrowed, consigned, loaned, rented, stored or any item(s) in your possession not owned by you.

Pursuant to §12-57a C.G.S., all items leased, borrowed, consigned, loaned, rented, stored or any items in your possession **not owned** by you, must be listed below. Failure to declare, in the form and manner as herein prescribed, shall result in the assumption that such property in the lessee's possession is owned by the lessee, who shall be liable for taxes and penalties. Property that you do not lease but which may be in your possession and must be reported may include (but is not limited to) dumpsters, gas/propane tanks, vending machines, water coolers, coffee machines, display stands or cases, display coolers, refrigerators, ATM's, photocopiers etc.

IMPORTANT If the cost of any equipment listed below is declared on page 4 or 5, then the "On Page 4 or 5" column below **must be completed**.

Lease Number	Leasing Company and/or Owner's Name AND MAILING ADDRESS	Item Description/ Model No.	Serial #	Year of Mfg.	Capital Lease (Yes/No)	Lease Term Beg/End	Monthly Rent	Original Cost	On Page 4 or 5	
									Table #	Year Included

FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION WILL RESULT IN ADDING THE ESTIMATED VALUE OF THE LEASED EQUIPMENT TO YOUR ACCOUNT

RECONCILIATION OF FIXED ASSETS

1. Assets declared last October 1, 2018:	
2. Assets disposed of from October 2, 2018 to October 1, 2019:	
3. Assets Orig Value ≤ \$250 prior to October 1, 2009	
4. Assets acquired from October 2, 2018 to October 1, 2019:	
5. Assets declared October 1, 2019 (Line 1 minus Line 2 minus Line 3 + Line 4 equals Line 5):	
Amount of equipment expensed from October 2, 2018 to October 1, 2019:	
Capitalization threshold:	

City of West Haven Personal Property Declaration Forms for October 1, 2019

TO BE FILED NO LATER THAN NOVEMBER 1, 2019

Property Codes and Descriptions		ASSESSOR'S USE ONLY	
		DEPRECIATED COST	ASSESSMENT
09	Non-registered or Non-Connecticut Registered Motor Vehicles		
10	Manufacturing Machinery and Manufacturing Equipment (Not Exempt)		
11	Horses and Ponies		
12	Commercial Fishing Apparatus		
13	Manufacturing Machinery & Manufacturing Equipment (Exempt)		
14	Mobile Manufactured Homes		
16	Furniture, Fixtures and Equipment		
17	Farm Machinery		
18	Farming Tools		
19	Mechanics Tools		
20	Computers		
21a	Telecommunication Equipment: Not Technologically Advanced		
21b	Telecommunication Equipment: Technologically Advanced		
22	Cables, Conduits, Pipes, Poles, Towers, Underground Mains, Wires, etc.,		
23	Expensed Supplies		
24a	All Other Taxable Personal Property		
24b	Video Tapes Only		

ASSESSOR'S USE ONLY			
A. Subtotal Gross Assessment =	Total of All Codes Above		
B. Penalty =	25% of Line A	Reason:	
C. Total Gross Assessment =	Line A Plus Line B		
D. Exemption(s) (See Page 8) =			
E. Total Net Assessment =	Line C Minus Total Line D		

THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED

(SOLE PROPRIETOR'S OR SIMPLE PARTNER'S – SIGNATURE ONLY- Read the instructions on page 2)

I DO HEREBY declare under penalty of false statement that the foregoing list (declaration), according to the best of my knowledge, remembrance and belief, is a true statement of all my property liable to taxation. I also declare under penalty of false statement 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 (§ 12-49 C.G.S.).

I DO HEREBY declare under oath that I have been duly appointed as agent for the owner of the personal property listed in this Declaration and that I have full authority and sufficient knowledge to file a proper declaration in accordance with the provisions of § 12-50 C.G.S.

Signature of sole proprietor or partner in a simple partnership Print Name Dated

If you are an agent, employee or officer signing for a Corporation, LLC, LP, LLP, or PC, please complete and notarize the section below. (See page 2, "Is a signature required?")

Signature of agent, employee or officer of a Corporation, LLC, LP, LLP, PC Print Name Title Dated

Subscribed and sworn to before me: _____
Circle one: Notary Public, Town Clerk, Justice of the Peace, Commissioner of Superior Court, Assessor or Assessor's Office Staff Member Dated

My Commission Expires: _____

CHECK THE BOX NEXT TO ANY EXEMPTION YOU ARE CLAIMING

Failure to timely file for an exemption shall be considered a waiver of one's right to that exemption.

Forms are available at www.cityofwesthaven.com Click on "Town Departments", then "Assessor's Office".

THE ASSESSMENT EXEMPTIONS BELOW DO <u>NOT</u> REQUIRE A SEPARATE APPLICATION.	Code	OFFICE USE ONLY Exemption
<input type="checkbox"/> Mechanic's Tools (For automotive mechanics only); Code #19 on page 5; Up to \$350	JAA	
<input type="checkbox"/> Commercial Fishing Apparatus (For commercial fisherman only); Code #12 on page 4; Up to \$350	MPA	
<input type="checkbox"/> Horses/Ponies (For non-farm use only); Code #11 on page 4; Up to \$1000 per animal	IGA	
<input type="checkbox"/> Farming Tools (For farmers only); Code #18 on page 4; Up to \$350	IFA	
ALL OF THE ASSESSMENT EXEMPTIONS BELOW REQUIRE A SEPARATE APPLICATION AND/OR CERTIFICATE TO BE FILED WITH THE ASSESSOR BY NOVEMBER 1, 2019	Code	OFFICE USE ONLY Exemption
<input type="checkbox"/> Water/Air Pollution Control Equipment Application and a copy of the CT DEP Certificate 117 and/or 124	H	
<input type="checkbox"/> Personal Property for Tax Exempt Organizations; Tax Exempt Application	K	
<input type="checkbox"/> Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone; M-55 Application	G	
<input type="checkbox"/> Manufacturing and Biotechnology Machinery/Equipment; M-65 Application; Code #13	U	
THE ASSESSMENT EXEMPTION BELOW <u>REQUIRES A SEPARATE NOTARIZED APPLICATION TO BE FILED WITH THE ASSESSOR BY NOVEMBER 1, 2019</u>	Code	OFFICE USE ONLY Exemption
<input type="checkbox"/> Farm Machinery; M-28 Application; Code # 17 on page 4; Up to \$100,000	IEA	

FROM:

**PLACE
FIRST
CLASS
POSTAGE**

**CITY OF WEST HAVEN
CITY HALL: ASSESSOR'S OFFICE
355 MAIN STREET
WEST HAVEN, CT 06516**