

# 2016 PERSONAL PROPERTY DECLARATION

City of South Portland  
Assessor's Office  
P O Box 9422  
South Portland, ME 04116-9422

**NOTE: A LIST OF PERSONAL PROPERTY IN EXCEL FORMAT CAN BE EMAILED TO [AKRIGER@SOUTHPORTLAND.ORG](mailto:AKRIGER@SOUTHPORTLAND.ORG)  
RECEIPT WILL BE ACKNOWLEDGED.**

	Mailing address change:
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THIS SCHEDULE MUST BE PRESENTED TO THE ASSESSOR ON OR BEFORE **APRIL 29, 2016**. FILING OF THE SCHEDULE IS REQUIRED UNDER MAINE LAW. TITLE 36, MRSA § 706. "...UPON DEMAND THE TAXPAYERS SHALL ANSWER IN WRITING ALL PROPER INQUIRIES AS TO THE NATURE, SITUATION AND VALUE OF HIS PROPERTY LIABLE TO BE TAXED IN THE STATE; AND A **REFUSAL OR NEGLECT TO ANSWER SUCH INQUIRIES AND SUBSCRIBE THE SAME BARS AN APPEAL**, BUT SUCH LIST AND ANSWERS SHALL NOT BE CONCLUSIVE UPON THE ASSESSOR..."

THIS FORM MAY BE USED FOR THE DECLARATION OF PERSONAL PROPERTY; HOWEVER, THOSE OWNERS WHO HAVE THE ABILITY TO FURNISH COMPUTER DATA OR WISH TO USE OTHER REPORTING METHODS MAY DO SO IF THE INFORMATION REQUESTED ON THIS FORM IS PROVIDED BY THEIR METHOD. **IF THIS FORM (OR SUBSTITUTE FORM) IS NOT RETURNED, IT WILL BE NECESSARY TO ESTIMATE THE VALUE OF YOUR PROPERTY AND BASE YOUR TAX BILL ON THIS ESTIMATE.**

Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Website and/or email \_\_\_\_\_

Date Business Started: \_\_\_\_\_ Building or business space Square Footage: \_\_\_\_\_

Business Owner's Name \_\_\_\_\_ Contact Person: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Is the real estate owned by this business?  Yes  No If yes, are there any tenants?  Yes  No If Yes, please provide a list.

Having carefully read the above, I hereby certify that the information reported hereon is full, true, and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Person authorized to disclose records: \_\_\_\_\_ Title: \_\_\_\_\_

## **NEW ACCOUNTS: Please complete the reverse side or attach an itemized listing.**

**EXISTING ACCOUNTS ONLY:** Please complete the reverse side indicating any additions since April 1, 2015. Also, complete the list of Leased Personal Property, if applicable. Include any items formerly leased that were purchased after lease termination. Be sure to note any deletions of personal property listed in prior years that is currently assessed, including terminated leased property assessed to the lessor. *A list of personal property assessed as of April 1, 2015 can be provided upon request.*

Check here if there are no additions or deletions since April 1, 2015.

**How to Have Part or All of Your Taxes Reimbursed:** First, fill out the PERSONAL PROPERTY DECLARATION, making a complete and accurate list of all taxable property, and submit the list to the Assessor by the due date. After your property has been assessed and your taxes are paid, you are then eligible for reimbursement of those taxes paid on qualifying business property. Briefly, here is how the reimbursement program works: In 1996 the State of Maine started the **Business Equipment Tax Reimbursement (BETR)** program. All business equipment placed in service in the State of Maine after April 1, 1995 is eligible for reimbursement. In 1996, office furniture and lighting fixtures were eliminated from the program, but all other business equipment is still eligible. In order to receive the reimbursement you must complete an Assessor Notification (Form 801), have it signed by the Assessor, and present it to the State of Maine with proof of payment of taxes on eligible equipment. **Please Note, you cannot receive a reimbursement on business equipment for which you have not paid tax. Questions pertaining to the reimbursement program should be directed to: Maine Revenue Services, Income/Estate Tax Division, P. O. Box 9107, Augusta, ME 04333-9107, Telephone (207) 626-8475. Application booklet with instructions and forms can be downloaded at [http://www.maine.gov/revenue/forms/betr/12\\_betr.pdf](http://www.maine.gov/revenue/forms/betr/12_betr.pdf).**

## PERSONAL PROPERTY DECLARATION AS OF APRIL 1, 2016

1	2	3	4 PURCHASE INFORMATION				
			**TYPE CODE	***TOTAL COST (ROUND TO NEAREST \$)	DATE OF PURCHASE (MM/DD/YY)	N=NEW U=USED	ORIGINAL COST WHEN NEW AND YEAR MANUFACTURED (IF KNOWN)
A=ADDITIONS *D=DELETIONS	ITEM DESCRIPTION, MODEL NO.						

\* PLEASE LIST ANY PREVIOUSLY ASSESSED PERSONAL PROPERTY THAT HAS BEEN DISPOSED OF BETWEEN APRIL 1, 2015 AND MARCH 31, 2016  
 \*\* TYPE : F= FURNITURE OR FIXTURE M = MACHINERY OR EQUIPMENT C = COMPUTER HARDWARE O = OTHER  
 \*\*\*TOTAL COST INCLUDES SALES TAX, FREIGHT, INSTALLATION, AND CAPITAL IMPROVEMENTS TO EXISTING EQUIPMENT.

### LEASED PERSONAL PROPERTY AS OF APRIL 1, 2016

PLEASE CHECK THE BOX THAT APPLIES TO YOUR LEASED PERSONAL PROPERTY:  
 MY BUSINESS IS RESPONSIBLE FOR PAYING THE TAXES ON THE FOLLOWING LEASED PERSONAL PROPERTY. BILL MY BUSINESS DIRECTLY.  
 THE LESSOR IS RESPONSIBLE FOR PAYING THE TAXES ON THE FOLLOWING LEASED PERSONAL PROPERTY.

LESSOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

ITEM DESCRIPTION, MODEL NO.	ORIGINAL COST	MONTHLY PAYMENT	LEASE DATES		LEASE/PURCHASE (YES OR NO)
			FROM	TO	

## General Filing Information

**Please call (207) 767-7604 immediately if you have received this notice in error or in duplicate, so we may remove your name from our list.**

**When to File:** On or before **April 29, 2016**. Neglect or failure to provide complete information as requested on the date appointed will forfeit your right to appeal your property tax bill per 36 M.R.S.A. §706. You are requested to furnish the assessor a **true and perfect list** of all your estates, real and personal, not by law exempt from taxation, subject to taxation by the City of South Portland, which you have in your possession on **April 1, 2016**.

**Where to File Declarations:** Assessor's Office, City of South Portland, P.O. Box 9422, South Portland, ME 04116-9422.

**What is Personal Property:** As defined by 36 M.R.S.A. §601 personal property includes, but is not limited to, items such as the following: Furniture, fixtures, cargo trailers, manufacturing machinery and equipment, store and office equipment, computer equipment and professional libraries. **Note: All Personal Property owned or used by your business must be included in your list. Personal Property that has been fully depreciated for income tax purposes must be reported.**

**How to list Personal Property:** Please use the Personal Property Declaration form enclosed. If you need extra pages, please make copies first. Owners who have the ability to furnish computer data or wish to use other reporting methods may do so if the information requested on this form is provided by their method. Complete the declaration carefully, entering the Type code for each item.

**Type Code Examples:** For the Personal Property Declaration form, column 3.

**F - Furniture and Fixtures:** Office Furnishings including, but not limited to Desks, Chairs, Bookcases, File Cabinets, Tables, and Sofas. This category also includes fixtures specific to a business that may be attached to the real estate, but are generally removed when the business relocates.

**M - Machinery and Equipment:** Presses, Tools, Machining Equipment, Garage Equipment, Heavy Duty Shelving and other machinery or manufacturing equipment of this type. Equipment also includes Telephone Equipment, Typewriters, Calculators, FAX Machines, Copiers and other office items of this type.

**C - Computer Hardware:** CPU's, Monitors, Servers, Network Wiring, Printers and other computer type equipment.

**O - Other (Specify):** Cargo trailers and any self propelled machinery that is not subject to excise tax.

**Declarations for New Businesses:** If this is your first business declaration, please complete the Personal Property Schedule provided. Computer data or another reporting method is acceptable as long as all the information requested on this form is included. Provide a list of personal property, indicating for each item: (1) whether it was added since April 1, 2015 (A) or removed from service or deleted (D) since April 1, 2015. (2) a description sufficient to identify it including model name and number, if applicable, (3) Type (4) Purchase information, such as the cost of the item, including sales tax, delivery and/or setup charges; the date of purchase; and whether it was purchased new or used. If the item(s) were purchased used, please include the original cost and year manufactured, if known. In the last column, please add the State of origin of used personal property, if known. This information is necessary *only* for personal property acquired after April 1, 1995 for which you will be seeking tax reimbursement.

**Declarations for Existing Businesses:** On the front of the declaration form, check if there are no additions or deletions since April 1, 2015. If there are additions or deletions, please list these items, indicating if they are additions or deletions. A list of personal property assessed as of April 1, 2015 can be provided at your request. Please complete the forms carefully and thoroughly, as your tax bill will be calculated from the information you provide. Accuracy and completeness is essential for the BETR program, as well. A print out spreadsheet from your company with the same information is acceptable. **An emailed Excel spreadsheet would be preferred if available.**

**Listing Leased Equipment:** Please indicate whether your business or the Leasing Company is responsible for paying the taxes on the leased equipment. List the leased equipment on the section with the heading "Leased Personal Property". Provide the name, address and telephone number of the leasing company (lessor). Please list each item and its original cost. If original cost is unknown, please furnish the amount of the monthly payment, the date the lease began and the month and year it ends, and provide the name of a contact person at the leasing company. If the item is on a lease-purchase agreement, please indicate it on your declaration. Please complete a separate form for each lessor. A copy of the original is acceptable if additional forms are needed.

**Businesses That Have Closed or Moved:** *If your business has closed or moved from South Portland prior to April 1, 2016, please notify us with the date of move or closure so we may correct our records accordingly.*

If you have any questions regarding compliance with this request, please call appraiser Andrew Kriger in the Assessing Department (207) **767-7668** between 8:00 a.m. and 4:30 p.m., Monday through Friday. Thank you.



**Assessor's Office**  
Robert Tripp, CMA, Assessor

Dear Business Owner:

Enclosed please find the 2016 Personal Property Declaration form. Please complete the form and return to the Assessor's Office prior to **April 29, 2016**. It is important to return the form even if you have added no new equipment or have closed or relocated your business. Please review the General Filing Information on the back of this letter prior to completing the form. If you have any questions please contact me at (207) 767-7668 email [akrigger@southportland.org](mailto:akrigger@southportland.org)

**BETR (Business Equipment Tax Reimbursement)**

Please note that personal property placed in service after April 1, 1995 may qualify for reimbursement from the State of Maine through the Business Equipment Tax Reimbursement (BETR) program. Our office would be pleased to discuss this program with you. You may also find additional information on the program and application forms at: [www.state.me.us/revenue/taxrelief/betr.htm](http://www.state.me.us/revenue/taxrelief/betr.htm).

**BETE (Business Equipment Tax Exemption)**

In 2007, the State of Maine passed into law a new property tax **exemption** for certain non-retail sales businesses. Retail sales businesses are specifically excluded from BETE. A retail sales activity includes the selection, purchase or rental of goods or services in a structure used to serve customers who are physically present to choose, purchase or rent goods or services. The exemption only applies to equipment purchased after April 1, 2007; therefore, all older equipment remains taxable. The exemption only applies to BETR-eligible equipment. Equipment not eligible for BETR, such as office furniture, does not qualify for the exemption. **The application is a state prescribed form and is separate from the Personal Property Declaration form. It must be filed by May 1 of each year to qualify for exemption, and must include items listed in previous years as well as new items. Items not specifically listed in the application will be taxed and will not be eligible for Business Equipment Tax Reimbursement for that year.** We can provide more information on this program or you may find additional information and application forms at: <http://maine.gov/revenue/propertytax/propertytaxbenefits/bete.htm>.

The Personal Property Declaration form, depreciation schedule and BETE application form can be downloaded from the Assessor's Office page at [www.southportland.org](http://www.southportland.org). Please call or email the Assessor's Office with any questions about these forms or programs.

Sincerely,

Andrew G. Kriger, CMA  
Appraiser