

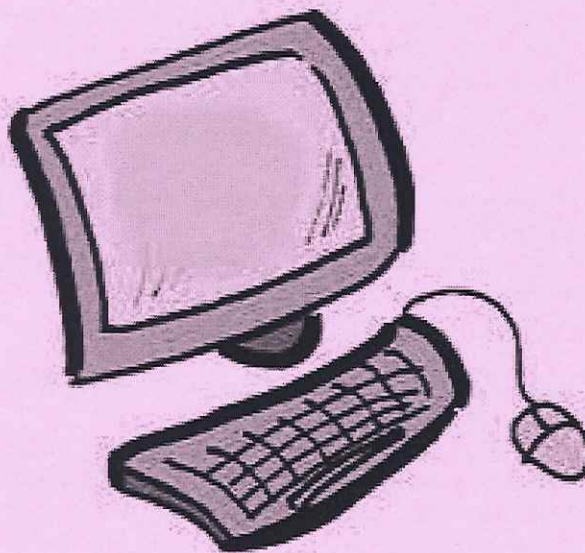
Filing Your Personal Property Declaration

Helpful Hints and Suggestions

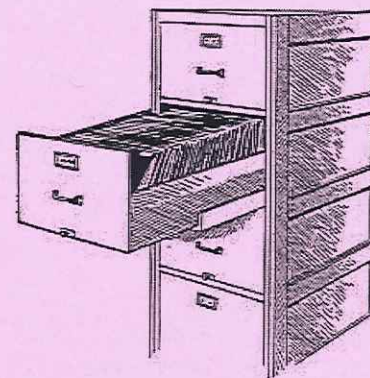
- **First-time filer.** The declaration may seem complicated or confusing. It's made to accommodate many different types of property. Read the instructions carefully.
- **Keep a list of your assets** including costs and dates of purchase
- **Update list periodically** with new acquisitions and disposals.
- **Have an accountant?** Have your accountant prepare your declaration. Send them a copy of your updated asset list.
- **Do not use vague terms** such as "various" or "same as last year."
- **Deadline:** File your declaration online or make sure the original is given to the Assessor on or before **November 1st each year.**
- **Be sure to sign and date** your declaration.
- **Keep a copy** for your records and for referral when filing subsequent declarations.
- **Call or visit** the Assessor. We're here to help! (860) 627-1448.

You Can Now File Your
Personal Property
Declaration Online at:

www.windsorlocksct.org



Personal Property Tax Information / Helpful Hints



ASSESSOR'S OFFICE
50 Church St
Windsor Locks, CT 06096
(860) 627-1448

Hours: M-W 8:00 a.m.-4:00 p.m.
Thursday 8:00 a.m.-6:00 p.m.
Friday 8:00-1:00pm

assessor@wlocks.com



Frequently Asked Questions About Taxable Personal Property

What is Taxable Personal Property? §12-41

Taxable Personal Property is tangible property other than real estate, as described in Sections 12-41 & 71 of the Connecticut General Statutes. Examples include, but are not limited to: non-residential furniture, fixtures, equipment, computer equipment, buildings, signs, leasehold improvements, leased equipment and non-registered motor vehicles. Personal Property such as residential furnishings, clothing and jewelry is not taxable. Asset ownership is based on the October 1st Assessment Date.

What are leasehold improvements?

Leasehold improvements are defined as improvements to leased property that have been made by the lessee. Examples include special wiring, plumbing for machinery, counters, booths, special partitioning and lighting or other trade related fixtures.

Why aren't leasehold improvements taxed as Real Estate?

If your business requires a special fit-out or you paid for the fit-out, you should declare it on Personal Property Declaration. If you are unsure if you should include it, attached an itemized list of the renovations and the associated cost and we can help you determine what items are leasehold improvements.

I already paid sales taxes on my property. Is this a new requirement?

The sales tax is a state tax, and the Personal Property tax is a local municipal tax. Connecticut law has required owners of taxable Personal Property to annually report property owned by them on October 1st to the Assessor since 1949.

Who must file a Personal Property declaration?

All owners and lessees of Personal Property on October 1st, or having Personal Property that may have been in various locations but were

located in the Town of Windsor Locks during the three months prior to October 1st, must file.

Do I have to report assets that I lease, loan or are included in the rent?

Yes, The part of your Personal Property Declaration titled "Lessee's Listing Report" is specifically for those assets. Even though assets are assessed to the owner, they must be listed on this form for informational purposes. Include the full name and address of the lessor.

What if I don't file a declaration?

§ 12-41(d)

The Assessor will prepare an estimated declaration and add the 25% non-compliance penalty to that assessment.

I didn't get a declaration in the mail. Am I still required to report my property?

Yes. It is the responsibility of the property owner (or lessee) to file a declaration. If you do not receive a declaration form in the mail, one can be obtained from the Assessor or on the town website: (www.windsorlocksct.org).

When are Personal Property declarations due to be filed? § 12-41

The deadline for filing declarations is November 1st of each year. There is a 25% assessment penalty for late filings.

How does the assessor know if my declaration is accurate? §12-53

Connecticut law authorizes the Assessor, or the Assessor's designee, to perform an audit for up to three years, requiring the property owner to appear with accounting books, documents, federal tax returns, etc. for examination under oath in reference to their Personal Property. Any property discovered during an audit and not previously reported will be added along with the 25% non-compliance penalty.

What if I buy or set up a business after October 1st? Must I declare my Personal Property?

If you buy or set up a new business and have no Personal Property on October 1st, you do not need to file a declaration until the next year.

I'm no longer in business but I received a declaration. Do I still need to file?

Yes. Complete the section on page one of the declaration "Affidavit of Business Closing or Sale of Business" and tell us what happened to the property. If you sold your business, you must submit a bill of sale and complete a final Declaration showing the disposal of the assets.

If you do not return the declaration with this information, the Assessor will assume that you are still in business but have failed to file. You will be assessed, penalized and taxed unless you return the form.

Are there any tax breaks available to owners of Personal Property?

Yes. Certain full and partial exemptions may be available for manufacturing equipment, mechanics' tools, farming equipment and pollutions control equipment. Incremental exemptions may be applied to *newly acquired* machinery and equipment used in manufacturing and fabricating. Contact the Assessor for further details.

What if I think I'm over-assessed?

You can appeal your assessment to the Board of Assessment Appeals. Applications must be submitted by February 20th (March 20th if Grand List extension was filed). If you filed your declaration late or failed to file at all, you may still appeal your assessment, but a 25% penalty must still be applied. Contact the Assessor at (860) 627-1448 for further information about the Board of Assessment Appeals.

