

# How to File Business Personal Property Forms Online

- Register
- Login
- Update Business Info & Status
- Add New Assets
- Dispose Assets
- Claim Exemptions
- Sign Declaration
- Submit Forms Online
- Print Forms
- FAQ



# Register

This needs to be done once every year. You cannot use the login from last year.

[Login](#) [Admin Login](#) [Register](#)

The email and password you used last year is no longer valid. Each year you must register with a new access code for security reasons. Click the Register button in the top right if you have not created a new login yet.

[Click Here to Register](#)



## LOGIN

Select Town ▼

Email

Password

Login

[Reset Password?](#)

OR

Enter ACCESS CODE provided by your municipality:

[Print a blank declaration form](#)

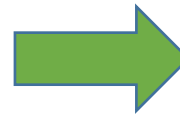


# Register

You only need one login per town. You can add multiple businesses to your login if you handle filings for more than one business

Select the Town you are filing in

This code is on the letter or form mailed to you



## REGISTER

Valid Email Address

Confirm Email Address

Password (Alphanumeric Allowed)

Confirm Password

Town

Enter ACCESS CODE provided by your municipality

Register



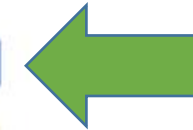
# Dashboard

The business you registered appears on this page. You can add additional businesses to file if you have the access code

Property Declarations

Contact Town Dashboard

Add Access Code



**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) no later than **November 3, 2025**.

**HAPPY DENTAL (UID: 2021029 | Access: )**

Property Address: 123 MAIN ST

## 2025 Filing Period

You will be able to progress at your pace. Every time you click next a draft will be saved. If you wish to stop at any time, you may do so, but be sure to note your login information as you will have to login the next time you visit this page.

Start Form

Print Form / Instructions

Enter an additional  
business access  
code if handling  
multiple accounts



# Contact Town

If you have any questions regarding your filing, you click on the contact town option for at the top right of the screen

Personal Property Declarations



Contact Town Dashboard Logout

## For questions relating to your business filing:

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**Town Name:** ANYTOWN

**Town Hall Location:** 123 MAIN ST

**Assessor's office phone:** (203) 123-4567

**Assessor's office email:** ASSESSOR@ANYTOWN.GOV

## For technical questions relating to the website:

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**QDS Support:** [af\\_help@qds.biz](mailto:af_help@qds.biz)



# Dashboard

Click on Start Form to begin the filling out the form for this business

[Add Access Code](#)

**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) no later than **November 3, 2025**.

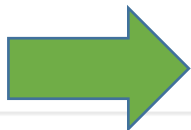
## HAPPY DENTAL (UID: 2021029 | Access: )

Property Address: 123 MAIN ST

### 2025 Filing Period

You will be able to progress at your pace. Every time you click next a draft will be saved. If you wish to stop at any time, you may do so, but be sure to note your login information as you will have to login the next time you visit this page.

Start Form  
to begin

[Start Form](#)[Print Form / Instructions](#)

## PET STORE (UID: 2021037 | Access: )

Property Address: 555 MAIN ST

### 2025 Filing Period

You will be able to progress at your pace. Every time you click next a draft will be saved. If you wish to stop at any time, you may do so, but be sure to note your login information as you will have to login the next time you visit this page.

[Start Form](#)[Print Form / Instructions](#)



# Home Page

Instructions, Examples, and Requirements are found on this page. A summary of assets for this business are here.

Personal Property Declarations

[Contact Town](#) [Dashboard](#) [Home](#)

**Has this business been sold, closed or moved since October?** If yes , please click [here](#) to update your business status.

## Instructions



Who should File?



Example



Requirements

## Summary of Existing Assets

Code	Prior Year Cost	Current Year Cost
16 FURNITURE & FIXTURES	\$6,020.00	\$6,020.00
20 COMPUTER EQUIPMENT	\$3,000.00	\$3,000.00
23 SUPPLIES	\$240.00	\$240.00

Click Start  
Declaration  
to begin

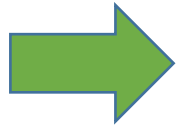


Start Declaration



# Business Info

Fill out the information relating to the Business, such as email, phone number, mailing address, etc.



Business Info

2

Taxable Assets

3

Exemptions

4

Review

5

Sign Declaration

6

Submit Form

7

Print

## Business Information

Business Status

 Edit

Personal Property Data

 Edit

Business Data

 Edit

Lessor's Listing

 Edit

Lessee's Listing

 Edit

Click Edit for  
each section  
in Business  
Info that  
applies to you



Next ▶



# Business Status page

Change your Business Status from “Still in Business in this Town” if you have Sold, Moved, or Terminated the business

## Business Closed/Sold/Moved

If you no longer own this Business or Personal Property assessed in your name last year, you do not need to file assets with this declaration.

You must however, 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 below).

Otherwise the assessor must assume that you are still operating the business and still own and have failed to declare your Taxable Personal Property.

Still in Business in this Town

Sold Business

Moved Business out of Town

Terminated Business



If you sold, moved out of town, or closed the business, you may need to provide more information to the assessor's office, such as a Dissolution of Business or Bill of Sale. Contact the assessor for required proofs. Dispose of all your assets if you want to file a zero declaration.



# Personal Property Data

Fill out the information relating to the Business, such as contact email, contact phone number, mailing address, etc.

## Personal Property Data

Owner's Name	<input type="text" value="HAPPY DENTAL"/>
DBA	<input type="text"/>
Location Number	<input type="text" value="123"/> <small>*Contact Assessor for any corrections to Property Location</small>
Property Location	<input type="text" value="MAIN ST"/>
Care of / Attn.	<input type="text"/>
Mailing Address	<input type="text" value="123 MAIN ST"/>
City	<input type="text" value="ANYTOWN"/>
State	<input type="text" value="Connecticut"/>
Zip Code	<input type="text" value="12345"/>
Contact Phone for Questions	<input type="text" value="(203) 555-1234"/>
Contact Email for Questions	<input type="text" value="JohnSmith@email.com"/>

[Back](#)

[Save](#)

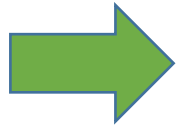
Unless your declaration/tax bill address information has changed, we recommend leaving the format the assessor's office has maintained

Click Save if you made changes or Back to go to Business Info section



# Business Info

Fill out the information relating to the Business, such as email, phone number, mailing address, etc.



Business Info

2

Taxable Assets

3

Exemptions

4

Review

5

Sign Declaration

6

Submit Form

7

Print

## Business Information

Business Status

 Edit

Personal Property Data

 Edit

Business Data

 Edit

Lessor's Listing

 Edit

Lessee's Listing

 Edit

Navigate  
the sections  
up here or  
down below  
with  
Next/Back  
buttons

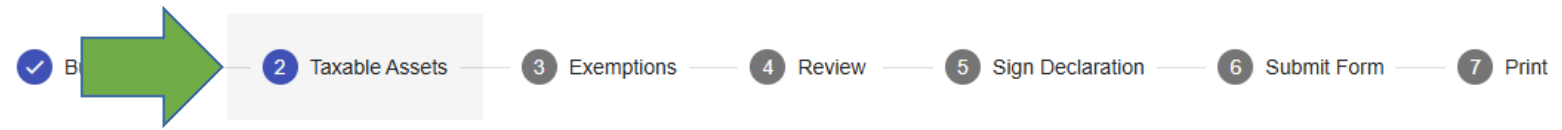


Next ▶



# Taxable Assets

Click on a description to edit the assets for that category of equipment.



Taxable Assets		
	2024 Original Cost	2025 Original Cost
<b>Code 09</b> UNREGISTERED MOTOR VEHICLES	--	\$0
<b>Code 10</b> MACHINERY & EQUIPMENT	\$0	\$0
<b>Code 11</b> HORSES	\$0	\$0
<b>Code 12</b> COMMERCIAL FISHING APPARATUS	\$0	\$0
<b>Code 13</b> MFG MACHINERY & EQUIPMENT	\$0	\$0
<b>Code 14</b> MOBILE HOMES	\$0	\$0
<b>Code 16</b> FURNITURE & FIXTURES	\$6,020	\$6,020

Click Edit next to the Asset Category that you want to update





# Taxable Assets

Click the plus sign to add assets to a year. Click the trash can to dispose of assets for a year.

## Code 16 : FURNITURE & FIXTURES

Year Ending	Original Cost	New Original Cost	% Good	Depreciated Value	Add/Edit	Dispose	Added/Disposed
10/1/2025	0	0	95	0	+		0 / 0
10/1/2024	0	0	90	0	+		0 / 0
10/1/2023	0	0	80	0	+		0 / 0
10/1/2022	0	0	70	0	+		0 / 0
10/1/2021	6020	6020	60	3612	+		0 / 0
10/1/2020	0	0	50	0	+		0 / 0
10/1/2019	0	0	40	0	+		0 / 0
Prior Years	0	0	30	0	+		0 / 0

Add new assets

Dispose of assets

Back to Taxable Assets



# Add Assets

Enter the original cost of the item(s) you are adding and click SAVE. Use DELETE if you need to remove the Added Asset due to error.

Add a taxable asset

x

Record Year

2025

Year Applied

2025

Code

16

Original Cost \*

5000

Date Acquired \*


08/01/2025

Description \*

EQUIPMENT

Cancel

Save



Edit a taxable asset

x

Record Year

2025

Year Applied

2025

Code

16

Original Cost \*

5000

Date Acquired \*


08/01/2025

Description \*

EQUIPMENT

Cancel

Delete





# Dispose Assets

Click the Add button. Then enter the original cost of the item(s) disposed, date disposed, a reason and click SAVE. Use the edit (pencil) button if you need to edit or remove the disposal if added in error.

Code 16 : FURNITURE & FIXTURES

Disposal, Sale, or Transfer Property

Date Removed

+ Add

Add disposal asset

Code

16

Record Year

2025

Date Removed \*

07/01/2025

Item Description \*

TABLE

Year Acquired \*

2021

Original Cost \*

6020

Acquisition Cost \*

500

(Must not exceed the original cost)

Reason \*

SOLD

(Sold, Scrapped, Transferred, Returned, etc)

Cancel

Save

Disposal, Sale, or Transfer Property

Date Removed	Code	Description	Year Acquired	Acquisition Cost	Reason	
	16	TABLE	2021	500	SOLD	<div><div></div></div>










Back



# Taxable Assets

The Original Cost will always show the starting point and will remain unchanged. The New Original Cost will be changed to reflect the disposal and the add. You can click on the pencil or trashcan buttons to remove any of the Adds or Disposals if needed.

## Code 16 : FURNITURE & FIXTURES

Year Ending	Original Cost	New Original Cost	% Good	Depreciated Value	Add/Edit	Dispose	Added/Disposed
10/1/2025	0	5000	95	4750			5000 / 0
10/1/2024	0	0	90	0	+		0 / 0
10/1/2023	0	0	80	0	+		0 / 0
10/1/2022	0	0	70	0	+		0 / 0
10/1/2021	6020	5520	60	3312	+		0 / 500
10/1/2020	0	0	50	0	+		0 / 0
10/1/2019	0	0	40	0	+		0 / 0
Prior Years	0	0	30	0	+		0 / 0

Back to Taxable Assets

Click Back when finished



# Assets <= \$250

This appears at the bottom of the Taxable Assets page. Any assets prior to the date and under \$250 are not to be included in any other asset categories on Taxable Assets so that they are not assessed.

Assets Orig Value <= \$250  
Assets Purchased Prior to 10/1/2015

\$0

\$0

 [Edit](#)

[◀ Previous](#)

[Next ▶](#)

## Detailed Listing of Assets Original Value Less than or Equal to \$250

Pursuant to CGS 12-81(79) – Listing of assets purchased prior to 10/1/2015 with an original value ≤ \$250.

Code	Description	Date Acquired	Purchase Value
------	-------------	---------------	----------------

[+ Add](#) 

[Back to Taxable Assets](#)

### Add asset

x

Code *	<input type="text" value="16"/>
Description *	<input type="text" value="CHAIR"/>
Date Acquired *	<input type="text" value="07/01/2015"/>
Purchase Value *	<input type="text" value="200"/>


[Cancel](#)

[Save](#) 




# Claim Exemptions

The Exemption menu allows you to claim an assessment exemption. Check the appropriate boxes. Fill out the additional exemption forms if required. Some are not available online.

Business Info —  Exemptions — 4 Review — 5 Sign Declaration — 6 Submit Form — 7 Print

## Your Exemptions

The Assessor will make the final determination as to your eligibility of any exemptions being claimed. Check the box to claim an exemption or click the Edit button. Some require additional forms to be sent to the Assessor.

<b>Mechanic's Tools</b> \$500 Value	<input type="checkbox"/>
<b>Commercial Fishing Apparatus</b> \$500 Value	<input type="checkbox"/>
<b>Farming Tools</b> \$500 Value	<input type="checkbox"/> 
<b>Municipal Leased</b> Tax Exempt (per 12-81)	<input type="checkbox"/>
<b>Water or Air Pollution Control Equipment</b> Connecticut DEP Certificate Required. Provide copy to Assessor	<input type="checkbox"/>
<b>Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone</b> Exemption Application M-55 required annually. Provide to Assessor	<input type="checkbox"/>
<b>Manufacturing Machinery &amp; Equipment</b> Exemption Claim Required Annually (Previously Exemptions N & R)	<input type="checkbox"/> <a href="#">Edit</a>
<b>Farm Machinery, Horses or Ponies</b>	<input type="checkbox"/> <a href="#">Edit</a>

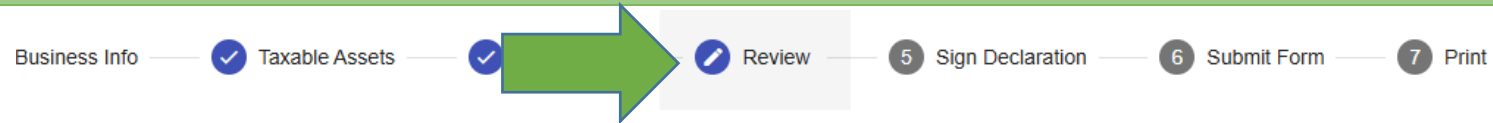
[Previous](#) [Next](#)

These 2 exemptions require additional forms to be filled out online. Click Edit



# Review

The Review page summarizes your assets by category and exemptions claimed. There is also a detailed description of the category in case you need more info as to where to file any assets



## Personal Property Declaration - Summary Sheet

Property Code and Description	Net Depreciated Value
<b>#9 Motor Vehicles</b> UNREGISTERED motor vehicles (e.g., campers, RV's, snowmobiles, trailers, trucks, passenger cars, off-road construction vehicles, etc.) including any vehicles garaged in Connecticut but registered in another state, or any such vehicle not registered at all. If you are a farmer eligible for exemption under Sec. 12-91, list tractors in Code 17.	0
<b>#10 Machinery &amp; Equipment</b> Industrial manufacturing machinery and equipment (e.g., tools, died, jigs, patterns, etc.). Include air and water pollution control equipment.	0
<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 filled with and approved by the Assessor.	0
<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.	0
<b>#13 Newly acquired manufacturing machinery &amp; equipment</b> Newly acquired manufacturing machinery and equipment used in manufacturing; used in research or engineering devoted to manufacturing; or used for the significant or overhauling of industrial machinery or factor products.	0



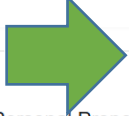
# Sign Declaration

When you are finished, fill out section A or section B. Click Save Signature and Continue.

Business Info

☒ Taxable Assets

☒ Exemptions



☒ Sign Declaration

☐ 6 Submit Form

☐ 7 Print

Declaration of Personal Property Affidavit


Completion of Owner Name and/or Agent Name constitutes an electronic signature pursuant to Section 12-41 of the Connecticut General Statutes.

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.

☒ Owner ☐ Partner ☐ Corporate Officer ☐ Member

Owner Name


Date (MM/DD/YYYY)  


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 property declaration for him in accord with the provisions of § 12-50 C.G.S.


Agent Name

Witness Name

Date (MM/DD/YYYY)  

Notes 

Save Signature and Continue





# Submit Form

If you are not ready yet, you can skip this step for now and go to Print to preview your forms. When finished, read the final instructions on the Submit page. Once you click on submit, forms can no longer be edited. Print is still available after submission. Confirmation of submission will be emailed to you once you click Submit Declaration.


1 Business Info — ✓ Taxable Assets — ✓ Exemptions — ✓ Review — ✓ Sign —  Submit Form — 7 Print

## Final Submit

Are you sure you want to submit Personal Property declaration forms to Town Of now? Once you submit, you cannot change the declaration again. You will be able to print your forms on the next page after submitting.

**You will receive a confirmation email serving as proof of filing. Please make sure to check your junk email folder if you do not receive it before contacting the Assessor.**

- Viewed Declaration Instructions
- Completed all appropriate sections of the declaration
- Completed all required exemption applications
- Signed and Dated Personal Property Affidavit
- Downloaded and printed all forms

 ☒ **By checking the box, I agree and certify that my printed signature is my signature and I agree to conduct this transaction electronically.**

Do you have attachments to email to the Assessor separately? (Examples: Bill of Sale, Letter of Dissolution, additional sheets of leased equipment...)

☐ Yes ☒ No

Contact Email

Filed Date



**Only check this box if you have attachments that you need to email to the assessor and want to give them a notice to check their email inbox**



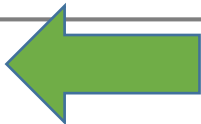
# Download Forms

At anytime you can download the PDF forms for preview before or submitting. Please make sure to download them after Submitting Declaration as it saves the Filing date stamp on the form when you Submit.

File Assets — Exemptions — Review — Sign Declaration — Submit Form — Print

## Print Declaration Forms

Select Tax Form



Select Form ▼

Select Form

Full Form

Itemized MME

MME Exemption Claim

Farm Machinery Exemption Claim

Select the Full Form from the dropdown  
(additional forms only need to be downloaded if  
you filled them out)

## Print Declaration Forms

Select Tax Form

Full Form ▼

Download



◀ Previous

Click Download and your browser will save them  
(usually to your “Downloads” folder)



# Dashboard

If you click on the Dashboard after submitting a declaration, you can see there is now a VIEW button instead of a START button for this business along with the Submitted Date. You can always click the Print button to download your form that you submitted.


 **QDS** Town of **Personal Property Declarations**  [Dashboard](#) [Logout](#)

[Add Access Code](#)

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**HAPPY DENTAL (UID: 2021029 | Access: )**  
Property Address: 123 MAIN ST

**2025 Filing Period**  
You will be able to progress at your pace. Every time you click next a draft will be saved. If you wish to stop at any time, you may do so, but be sure to note your login information as you will have to login the next time you visit this page.

 [View](#) [Print Form / Instructions](#) Submitted: 09/04/2025

**PET STORE (UID: 2021037 | Access: )**  
Property Address: 555 MAIN ST

**2025 Filing Period**  
You will be able to progress at your pace. Every time you click next a draft will be saved. If you wish to stop at any time, you may do so, but be sure to note your login information as you will have to login the next time you visit this page.

[Start Form](#) [Print Form / Instructions](#)



# FAQ

- I filed online last year, do I need to register again this year? Yes, registration is only good once a year for security reasons. Every year you must register again with a new access code. Once registered, you can log in as many times as you want until the filing period is over.
- What if I am not finished and can't submit the form right now? You don't have to finish your filing in one sitting. Save your progress and return later to finish. But remember there is a deadline!
- I have an access code for one business but not for another one I own – You may have an access code for only one of your businesses if the Town has only sent out codes to a select group of businesses.
- Do I need a login for each Town that I e-file in? Yes, each Town is treated as a separate database so you must register your email in each respective town where your businesses are located.
- The online figures for my business are not correct at all – If you did not file a declaration form last year with the assessor, the online figures you see are most likely estimated assessments from last year. You can use Dispose for each asset year to remove the prior estimated figure.
- My business closed after October 1<sup>st</sup> of this calendar year – You are still responsible for filing a form this year with the assets you had up to that date. Make sure to fill out the date you closed so that the assessor's office knows not to send you a form next year.
- I moved to another town. Do I need to file? Yes, fill out the Business Status page with a date and address where to the business moved. Depending on the date of the move you may still be responsible for filing assets with this town.