

Can I file an extension if I feel I cannot complete the Declaration by November 1?

Yes, an extension can be filed with our office due to a valid reason no later than November 1st. The extension can also be mailed but again the postage mark must state November 1st via the post office. Any extension received after November 1st or sooner will not be considered.

Are there exemptions I can apply for?

Yes, there are certain exemptions that are available to apply for. Some exemptions do require added paperwork to be filed, please inquire with the office.

Examples-

Farm tools, Mechanic's Tools, Distressed Municipality/Enterprise Zone/ Enterprise Corridor Zone (exemption application M55 required annually), Farm Machinery, Class I Renewable (exemption application M44 required annually), Water or Air Pollution control equipment, Manufacturing Machinery & Equipment (exemption claim required annually), etc.

Please see Declaration page 7 for a list of exemptions.

What do I do if I sell, terminate, or move my business?

Please fill out the front of the Declaration with all requested information, or provide our office with the business sale, move or termination affidavit.

Personal Property cannot be prorated per Connecticut State Statute. This means anything that was owned as of October 1st of the year is taxable for the full year.



HOURS:

Monday: 8:00am – 4:00pm
Tuesday: 8:00am – 4:00pm
Wednesday: 8:00am – 4:00pm
Thursday: 8:00am – 6:00pm
Friday: 8:00am – 1:00pm

Personal Property
50 Church St
Windsor Locks CT 06096



Personal Property

Assessor's Office

ASSESSOR@WLOCKS.COM

50 CHURCH ST
WINDSOR LOCKS CT 06096

860-627-1448

What is a Personal Property Declaration?

A Personal Property Declaration is a form that is filed by a business/personal property owner to the Assessor's office annually.

What is the definition of Personal Property?

Taxable Personal Property is tangible property other than real estate, as described in Sections 12-41 & 71 of the Connecticut General Statutes.

When is the Declaration due?

The Declaration is due to the Assessor's Office **annually by November 1st.**
(Unless otherwise stated)

What happens if a Declaration is not filed?

Per CGS 12-41(d) the Assessor will prepare an estimated declaration and add a 25% non-compliance penalty to that assessment.

What is the start date for Personal Property assets?

A personal property owner must own the asset(s) and or business as of October 1st each year. If the asset is not owned by October 1st it is placed on next year's Declaration.

What information goes on a declaration?

Any and all assets that are used to do business.

Generally, we suggest that businesses keep a list of all assets used to do business, the date they were acquired, and the amount of money they were acquired for.

Examples - non-residential furniture, fixtures, equipment, computer equipment, signs, leasehold improvements, leased equipment, non-registered motor vehicles, etc.

What is a leasehold improvement?

A leasehold improvement is defined as improvements made to leased property that have been made by the lessee.

Examples - special wiring, plumbing for machinery, counters, booths, special partitioning and lighting or other trade-related fixtures.

I did not get a Declaration or notice to file. Am I still required to report?

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

What makes a Declaration incomplete?

- A Declaration omitting assets
- A Declaration that is not signed and dated
- A blank Declaration
- A Declaration marked "Same as last year" with no listing of values

Can I file online?

Yes and no.

If you are a first-time filer, you will file your first Declaration as a paper copy for the office to set up the business with an account.

The next year would then be able to be filed online from October 1st – November 1st.

Any time after November 1st a physical copy would need to be submitted.

What if I get rid of assets?

To remove assets off the Declaration the section named "Disposal, Sale or Transfer of Property Report" on page 4 of the Declaration would need to be completed. If this section is not filled out and asset values are removed from the class codes they will be added back in by our office and seen as an omission on the part of the filer.

How do I figure out which code my assets fall under?

On page 7 of the Declaration there is a summary sheet that lists the property code with a description.

Are Postmarks accepted as on time?

Yes, a postmark from the post office (not a postage meter in your office) is accepted. The postmark must state a date of November 1st or prior to avoid a penalty.