

Assessor's Office
Town of Cromwell
41 West Street
Cromwell, CT 06416

Name:
DBA:
Address:
City, State Zip:

Personal Property Declaration: **October 1, 2023**

IMPORTANT

Failure to file by **November 1, 2023** will result in a 25% penalty.
Failure to sign as required will result in a 25% penalty.

All persons who, as of **October 1, 2023**, 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) must complete and file this Personal Property Declaration no later than **November 1, 2023**.

This is the **required declaration** for the Town of Cromwell, Connecticut. If you are not sure why you are receiving this declaration or believe you are not required to file; please call us otherwise you will receive an assessment.

This is your only notification to file by **November 1, 2023**.

Failure to file by **November 1, 2023** will result in a 25% penalty. Failure to sign as required will result in a 25% penalty.

If you have **closed**, **moved** (out of Cromwell) or **sold** this business, please complete the form on page 8.

****Important** - All M65 (Manufacturing exemption) equipment must be individually listed on the Itemized Listing page with Description, Model ID, How is the equipment used in Manufacturing, Date Acquired, Purchase Price, Transportation and Total Cost.**

Any information not provided will void the exemption for that equipment ****

IMPORTANT INSTRUCTIONS FOR COMPLETING THIS DECLARATION ARE ON PAGE 2:

1. Read all the instructions on Page 2.
2. Complete all the sections of this Declaration. ([Penalties apply if not completed as required](#))
3. If Closed, Moved or Sold you must sign declaration and return it with the complete affidavit on page 8.
4. Sign and have your signature, if required, notarized on Page 8 ([Penalties apply if not notarized as required](#))
5. Make a copy of your completed Declaration for your file. [Copies will not be made and not subject to FOI. \(Freedom of Information\)](#)
6. Return the entire Declaration to our office on or before **November 1, 2023 by 4:00 pm**.

Direct questions concerning this Declaration to the Assessor's Office: Telephone: 860-632-3442

Office hours: Monday through Friday, 8:30 am to 4:00 pm. **Email address:** assessor@cromwellect.com

Hand-deliver or mail this Declaration to: Assessor's Office, Town of Cromwell, 41 West Street, Cromwell, CT 06416

IMPORTANT: COMPLETING DECLARATION

To be considered a complete declaration, the declaration must contain cost in the 2023 section. The grayed out 2022 section is reference only and not considered valid for 2023.

INSTRUCTIONS

All sections are not applicable to everyone. Read the following and complete all relevant sections of this Declaration.

WHO SHOULD FILE THIS FORM? All persons who, as of **October 1, 2023**, are:

1. Anyone conducting **any** type of business;
2. Farmers
3. Owners of Non-Registered motor vehicle(s);
4. 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), and/or non-registered motor vehicles. See Pages 7 for examples of some of the items that must be declared.

HOW DO I COMPLETE THIS FORM?

Everyone must complete the GENERAL INFORMATION Section on page 3 and then:

1. All types of businesses, that are not sole proprietors, must complete pages 3, 4, 5, 6, and 8.
2. If your business is a sole proprietor you may be able to complete a short form filing on page 7 if you meet the requirements.
3. Owners of Non-Connecticut registered motor vehicles, or Non-Registered motor vehicles must complete code #09 on page 4.
4. Complete the Lessee's Report on page 6 if you have any leased, borrowed, consigned, stored or rented equipment, in your possession.
5. Complete the Lessor's Report on page 6 if you have leased, consigned, loaned, or rented equipment to another.
6. Complete the Detail Listing of Disposed Assets on page 5 if you disposed of any property between **October 2nd, 2022** and **October 1st, 2023**.

IS A SIGNATURE REQUIRED? All Declarations must be signed and/or notarized on page 8 to prevent a penalty. 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, 2023**. The Declaration must either be hand-delivered, by 4:00 pm, to the Assessor's Office on or before **November 1, 2023** or have a U.S.P.S. postmark on or before **November 1, 2023**. **A Corporation postal machine stamp is not equivalent** to a U.S.P.S. postmark and could be subjected to a penalty. See Penalties.

ARE THERE PENALTIES? Yes, the following will result in a 25% penalty:

- Declaration affidavit (page 8) is not signed and/or notarized, a 25% penalty is applied to the total assessment.
- When Declarations are filed after **November 1, 2023** and an extension has not been granted, a 25% penalty is applied to the total assessment. Mailed Declarations must have a U.S.P.S. postmark of **November 1, 2023** or before.
- 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.
- Incomplete / Insufficient Declarations – Examples: Page 3 not being completed as required or Declarations filed with “same as last year”, etc. will be 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.

NOT IN BUSINESS? If, as of **October 1, 2023**, you closed, moved (out of Cromwell), or sold the business noted on page 8, you must complete the form on page 8 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.

ANY EXEMPTIONS? On page 6 check the box next to the exemption(s) you are claiming. Some exemptions require an additional application in order to receive that exemption. Request the form number, on page 6, from the Assessor's Office and file same. The extension to file the Declaration, if granted, does not apply to all required exemption applications. Check with the Assessor's Office. Failure to timely file for an exemption shall be considered a waiver of one's right to that exemption. Manufacturing Machinery and Equipment Exemption must complete M65 Personal Property Declaration (Please contact the Assessor's Office)

ANY EXTENSION? The Assessor **may** grant a filing extension for good cause. If an extension is needed, contact the Assessor in writing prior to **November 1, 2023** stating the reason for the extension. The decision to grant an extension is the sole responsibility of the Assessor. There is no appeal.

AN 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.

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 |
| In June 2020 you bought a desk for \$310 and a chair for \$85. In October 2021 you buy a display rack for \$400. A filing cabinet you bought new 10 years ago for \$100 for personal use, is now being used in your business. A friend gives you a used bookcase, in February 2022 , which you believe is worth \$50. In September 2023 , you buy a used table for \$150 which is 5 years old. In April 2023 , you bought a new conference table for \$2,000. | 10-2-2022 to 10-1-2023 | 2,000 | 95% | 1,900 |
| | 10-2-2021 to 10-1-2022 | 55 | 90% | 50 |
| | 10-2-2020 to 10-1-2021 | 400 | 80% | 320 |
| | 10-2-2019 to 10-1-2020 | 395 | 70% | 277 |
| | 10-2-2018 to 10-1-2019 | | 60% | |
| | 10-2-2017 to 10-1-2018 | 300 | 50% | 150 |
| | 10-2-2016 to 10-1-2017 | | 40% | |
| | 10-1-2016 AND BEFORE | 100 | 30% | 30 |
| See The Table To The Right For The Answer | Total | 3,250 | Total | 2,727 |

GENERAL INFORMATION

°EduFrgh-

All information on page 3 must be completed to avoid a 25% penalty for an Incomplete Declaration filed. If something does not apply to your business, put "N/A".

1. Legal Name of the Business: _____
NOTE: A trade name is **not** a legal name.
2. DBA(S) [i.e., trade name(s)]: _____
3. Phone Number(s): _____
BUSINESS EXT. FAX
4. IRS Business Activity Code #: _____
5. Description of Business: _____
6. # of Employees in Cromwell? _____
7. Street location(s) in Cromwell including street number(s): _____
8. Mailing Address (If different than Street Loc): _____
STREET NUMBER AND NAME, or PO BOX NUMBER CITY or TOWN STATE ZIP CODE

This Personal Property Declaration is confidential and not subject to the Freedom of Information Act. Only Business Owner(s) and Authorized Names listed below are authorized to review the information after being submitted.

9. Ownership: ☐ Sole Owner ☐ (Simple) Partnership ☐ Inc* ☐ PC* ☐ LLC* ☐ LP* ☐ LLP* ☐ Type "S" Corp*
* Declaration requires notarization on page 8
10. Owner's Name: (LLC, LLP, S Corp, list members) _____
11. Authorized
 Name: _____
NAME TITLE PHONE @ EMAIL
- Authorized
 Name: _____
NAME TITLE PHONE @ EMAIL
- Authorized
 Name: _____
NAME TITLE PHONE @ EMAIL
- Authorized
 Name: _____
NAME TITLE PHONE @ EMAIL
12. 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 the specific months, code, cost, and location(s).*
13. Are there any other businesses that are operating from **your office, your home, or your place of business** in Cromwell?
☐ No ☐ Yes* **If **Yes**, please list the name(s) and mailing address(es) below:*
14. If you answered "Yes" to Question 13, is the personal property of the business (es) you listed above included in this declaration?
☐ No* ☐ Yes **If **No**, the other business is required to file a separate declaration.*

QUESTIONS: CALL - 860-632-3442 or EMAIL - assessor@cromwellct.com

FAILURE TO FILE BY NOVEMBER 1, 2023 WILL RESULT IN A 25% PENALTY

Your cost information is **confidential and not open to public inspection.**

The original cost should include any additional charges for transportation and installation and be the value **as new equipment.**

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.

Code Descriptions and examples for each code are listed on page 7. If more space is needed, then attach additional pages to this Form.

| | | | | | | | | |
|-------|--|--------------------------|------|--|-------|-----------------|---|----------------------------------|
| 09 | MOTOR VEHICLES NOT REGISTERED IN CONNECTICUT | Use* | Year | Make | Model | VIN / ID Number | Registration # | Purchase Cost |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 10 | MACHINERY EQUIP. NOT EXEMPT | Acquired From | | Original Cost New You are Declaring in 2023 | | Percent Good | Depreciated Value / Or Purchased Used Cost | For Reference Only |
| | | 10-02-2022 to 10-01-2023 | | | | 95% | | Cost you declared in 2022 |
| | | 10-02-2021 to 10-01-2022 | | | | 90% | | |
| | | 10-02-2020 to 10-01-2021 | | | | 80% | | |
| | | 10-02-2019 to 10-01-2020 | | | | 70% | | |
| | | 10-02-2018 to 10-01-2019 | | | | 60% | | |
| | | 10-02-2017 to 10-01-2018 | | | | 50% | | |
| | | 10-02-2016 to 10-01-2017 | | | | 40% | | |
| | | 10-01-2016 and Before | | | | 30% | | |
| Total | | | | Total | | | | |
| 16 | FURNITURE, FIXTURES & EQUIPMENT | Acquired From | | Original Cost New You are Declaring in 2023 | | Percent Good | Depreciated Value / Or Purchased Used Cost | For Reference Only |
| | | 10-02-2022 to 10-01-2023 | | | | 95% | | Cost you declared in 2022 |
| | | 10-02-2021 to 10-01-2022 | | | | 90% | | |
| | | 10-02-2020 to 10-01-2021 | | | | 80% | | |
| | | 10-02-2019 to 10-01-2020 | | | | 70% | | |
| | | 10-02-2018 to 10-01-2019 | | | | 60% | | |
| | | 10-02-2017 to 10-01-2018 | | | | 50% | | |
| | | 10-02-2016 to 10-01-2017 | | | | 40% | | |
| | | 10-01-2016 and Before | | | | 30% | | |
| Total | | | | Total | | | | |
| 17 | FARM MACHINERY FARMERS ONLY | Acquired From | | Original Cost New You are Declaring in 2023 | | Percent Good | Depreciated Value / Or Purchased Used Cost | For Reference Only |
| | | 10-02-2022 to 10-01-2023 | | | | 95% | | Cost you declared in 2022 |
| | | 10-02-2021 to 10-01-2022 | | | | 90% | | |
| | | 10-02-2020 to 10-01-2021 | | | | 80% | | |
| | | 10-02-2019 to 10-01-2020 | | | | 70% | | |
| | | 10-02-2018 to 10-01-2019 | | | | 60% | | |
| | | 10-02-2017 to 10-01-2018 | | | | 50% | | |
| | | 10-02-2016 to 10-01-2017 | | | | 40% | | |
| | | 10-01-2016 and Before | | | | 30% | | |
| Total | | | | Total | | | | |
| 18 | FARM TOOLS FARMERS ONLY | Acquired From | | Original Cost New You are Declaring in 2023 | | Percent Good | Depreciated Value / Or Purchased Used Cost | For Reference Only |
| | | 10-02-2022 to 10-01-2023 | | | | 95% | | Cost you declared in 2022 |
| | | 10-02-2021 to 10-01-2022 | | | | 90% | | |
| | | 10-02-2020 to 10-01-2021 | | | | 80% | | |
| | | 10-02-2019 to 10-01-2020 | | | | 70% | | |
| | | 10-02-2018 to 10-01-2019 | | | | 60% | | |
| | | 10-02-2017 to 10-01-2018 | | | | 50% | | |
| | | 10-02-2016 to 10-01-2017 | | | | 40% | | |
| | | 10-01-2016 and Before | | | | 30% | | |
| Total | | | | Total | | | | |
| 19 | MECHANICS TOOLS AUTOMECHANICS ONLY | Acquired From | | Original Cost New You are Declaring in 2023 | | Percent Good | Depreciated Value / Or Purchased Used Cost | For Reference Only |
| | | 10-02-2022 to 10-01-2023 | | | | 95% | | Cost you declared in 2022 |
| | | 10-02-2021 to 10-01-2022 | | | | 90% | | |
| | | 10-02-2020 to 10-01-2021 | | | | 80% | | |
| | | 10-02-2019 to 10-01-2020 | | | | 70% | | |
| | | 10-02-2018 to 10-01-2019 | | | | 60% | | |
| | | 10-02-2017 to 10-01-2018 | | | | 50% | | |
| | | 10-02-2016 to 10-01-2017 | | | | 40% | | |
| | | 10-01-2016 and Before | | | | 30% | | |
| Total | | | | Total | | | | |

| 20 | COMPUTERS ONLY | Acquired From | Original Cost New You are Declaring in 2023 | Percent Good | Depreciated Value / Or Purchased Used Cost | For Reference Only | |
|----|-------------------|--------------------------|--|-----------------|---|---------------------------|--|
| | | 10-02-2022 to 10-01-2023 | | 95% | | Cost you declared in 2022 | |
| | | 10-02-2021 to 10-01-2022 | | 80% | | | |
| | | 10-02-2020 to 10-01-2021 | | 60% | | | |
| | | 10-02-2019 to 10-01-2020 | | 40% | | | |
| | | 10-02-2019 and Before | | 20% | | | |
| | | Total | | Total | | | |
| 22 | CABLES & CONDUITS | Acquired From | Original Cost New You are Declaring in 2023 | Percent Good | Depreciated Value / Or Purchased Used Cost | For Reference Only | |
| | | 10-02-2022 to 10-01-2023 | | 95% | | Cost you declared in 2022 | |
| | | 10-02-2021 to 10-01-2022 | | 90% | | | |
| | | 10-02-2020 to 10-01-2021 | | 80% | | | |
| | | 10-02-2019 to 10-01-2020 | | 70% | | | |
| | | 10-02-2018 to 10-01-2019 | | 60% | | | |
| | | 10-02-2017 to 10-01-2018 | | 50% | | | |
| | | 10-02-2016 to 10-01-2017 | | 40% | | | |
| | | 10-01-2016 and Before | | 30% | | | |
| | | Total | | Total | | | |

| 23 | EXPENSED SUPPLIES | | Acquired From | a. Total Expended | b. # of Months | c. Average Monthly |
|----|--|--|--------------------------|-------------------|----------------|--------------------|
| | The average monthly quantity of supplies normally consumed in the course of business (a ÷ b = c). Examples: stationery, post-it notes, toner, cleaning supplies, fuel for equipment, computer disks, computer paper, pens, etc). Any supply incorporated into a "for sale" item shall be considered inventory and as such exempt 12-81 (54). | | 10-02-2022 to 10-01-2023 | | | |

| 24 | ALL OTHER TAXABLE PERSONAL PROPERTY | Acquired From | Original Cost New You are Declaring in 2023 | Percent Good | Depreciated Value / Or Purchased Used Cost | For Reference Only | |
|----|--|--------------------------|--|-----------------|---|---------------------------|--|
| | | 10-02-2022 to 10-01-2023 | | 95% | | Cost you declared in 2022 | |
| | | 10-02-2021 to 10-01-2022 | | 90% | | | |
| | | 10-02-2020 to 10-01-2021 | | 80% | | | |
| | | 10-02-2019 to 10-01-2020 | | 70% | | | |
| | | 10-02-2018 to 10-01-2019 | | 60% | | | |
| | | 10-02-2017 to 10-01-2018 | | 50% | | | |
| | | 10-02-2016 to 10-01-2017 | | 40% | | | |
| | | 10-01-2016 and Before | | 30% | | | |
| | | Total | | Total | | | |

RECONCILIATION OF FIXED ASSETS *

- | | | |
|---|-------|--|
| 1. Assets you declared last October 1, 2022 | _____ | (All of the Assets added together from every code except for 23 from last year's declaration) |
| 2. Assets disposed of since last October 1, 2022 * | _____ | (Total of Assets listed below in Disposal Section) |
| 3. Assets under \$250 over 10 Yrs Old** | _____ | (Total of Assets over 10 years old that original cost was less than \$250. List below all of these assets below.) |
| 4. Assets added since last October 1, 2022 | _____ | (New Assets declared since Last Year's declaration) |
| 5. Assets declared this year October 1, 2023 | _____ | (Line 1 minus Line 2 & 3 plus Line 4 = Line 5) |
| Capitalization Threshold | _____ | (This should also equal all the assets declared on this declaration) (This is the amount a company decides when to depreciate an asset over a few years or just expense it during the tax year) |

*Detailed Listing of Disposed Assets

If you disposed of, sold or transferred a portion of the property included in last year's filing, then complete the following:
COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED.

| Date Removed | Description of the Item | Date Acquired | Code of Asset | Original Cost |
|--------------|-------------------------|---------------|---------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Detailed Listing of Assets Original Value less than \$250 and over 10 years old.

| Description of the Item | Date Acquired | Code of Asset | Original Cost |
|-------------------------|---------------|---------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

LESSOR'S / LESSEE'S / **NOT OWNED** 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.

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.

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

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Computerized filings are acceptable only if all the requested information is reported in this format.

| | Lessee <input type="checkbox"/> | Lessor <input type="checkbox"/> | Lessee <input type="checkbox"/> | Lessor <input type="checkbox"/> | Lessee <input type="checkbox"/> | Lessor <input type="checkbox"/> |
|---|---|---|---|---|---|---|
| Name | | | | | | |
| Address | | | | | | |
| Physical location of equipment | | | | | | |
| Full equipment description | | | | | | |
| Acquisition date | | | | | | |
| Current commercial list price new | | | | | | |
| Has this lease ever been purchased, assumed or assigned? If Yes, specify Whom? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 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 Sale <input type="checkbox"/> Conditional | <input type="checkbox"/> Operating <input type="checkbox"/> Capital Sale <input type="checkbox"/> Conditional | <input type="checkbox"/> Operating <input type="checkbox"/> Capital Sale <input type="checkbox"/> Conditional | <input type="checkbox"/> Operating <input type="checkbox"/> Capital Sale <input type="checkbox"/> Conditional | <input type="checkbox"/> Operating <input type="checkbox"/> Capital Sale <input type="checkbox"/> Conditional | <input type="checkbox"/> Operating <input type="checkbox"/> Capital Sale <input type="checkbox"/> Conditional |
| Lease Term: Begin and end dates | | | | | | |
| Monthly contract rent | | | | | | |
| Is the cost of <u>any</u> of this equipment declared on page 4 or 5? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Code # Year Included | Yes <input type="checkbox"/> No <input type="checkbox"/> | Code # Year Included | Yes <input type="checkbox"/> No <input type="checkbox"/> | Code # Year Included |

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.

| | | |
|---|-----------|--|
| THE ASSESSMENT EXEMPTIONS BELOW DO NOT REQUIRE A SEPARATE APPLICATION | Exemption | |
| | JAA | |
| <input type="checkbox"/> Mechanic's Tools (For automotive mechanics only); Code #19 on page 4; Up to \$500 | IFA | |
| <input type="checkbox"/> Farming Tools (For farmers only); Code #18 on page 4; Up to \$500 | | |
| ALL OF THE ASSESSMENT EXEMPTIONS BELOW REQUIRE A SEPARATE APPLICATION AND/OR CERTIFICATE TO BE FILED WITH THE ASSESSOR BY NOVEMBER 1, 2023. | Exemption | |
| | H | |
| | K | |
| | U | |
| <input type="checkbox"/> Water/Air Pollution Control Equipment Application and a copy of the CT DEP Certificate 117 and/or 124 | | |
| <input type="checkbox"/> Personal Property for Tax Exempt Organizations; Tax Exempt Application | | |
| <input type="checkbox"/> Manufacturing Machinery/Equipment; M-65 Application (Request form from the Assessor's Office) | | |
| THE ASSESSMENT EXEMPTION BELOW REQUIRES A SEPARATE NOTARIZED APPLICATION TO BE FILED WITH THE ASSESSOR BY OCTOBER 31, 2023. | Exemption | |
| | IEA | |
| <input type="checkbox"/> Farm Machinery; Code # 17 on page 4; please complete M-28 Application; Up to \$100,000 | | |

MANUFACTURING MACHINERY AND EQUIPMENT EXEMPTION CLAIM

This form must be **filed on or before November 1, 2023**, annually, with the Assessor by any person seeking the exemption provided under C.G.S. §12-81(72) and (76), as amended, for manufacturing and biotechnology machinery and equipment acquired and installed in a manufacturing or biotechnology facility . **Annual application for this property tax exemption is required.**

Machinery and equipment eligible for exemption under CGS §12-81(72) or 12-81(76): Manufacturing machinery and equipment acquired and installed, that is predominantly used for manufacturing or biotechnology, or used in connection with recycling (as defined in CGS §22a-260) and the owner or lessee of such machinery and equipment must claim it on a federal income tax return as five-year property or seven-year property. ***(All property previously defined as Code 13, Code 15a and Code 15b are now combined and is claimed below and reported on the annual Personal Property Declaration.)***

Complete this form in its entirety, also provide an itemized listing of manufacturing machinery and equipment by year of acquisition, Including Description, Model#, Purpose of Use and how it is used in the M. &E. process, and the Total Cost.

| | | | | |
|-----------------------------------|---------------------------------------|-------------------------------|----------------------------|-------------------------|
| NAME OF BUSINESS | | | | |
| BUSINESS ADDRESS | <small>STREET NAME AND NUMBER</small> | <small>TOWN/CITY NAME</small> | <small>STATE</small> | <small>ZIP CODE</small> |
| PROPERTY LOCATION | <small>STREET NAME AND NUMBER</small> | <small>TOWN/CITY NAME</small> | <small>STATE</small> | <small>ZIP CODE</small> |
| CONNECTICUT STATE TAX ID # | | FEDERAL TAXPAYER ID # | | |
| CONTACT PERSON | <small>NAME</small> | <small>TITLE</small> | <small>TELEPHONE #</small> | <small>FAX #</small> |
| | <small>E-MAIL ADDRESS</small> | | | |

Is the machinery and equipment listed here depreciated on your books for IRS purposes? If NO, then identify who is depreciating this machinery & equipment? ☐ YES ☐ NO

| | | | | |
|----------------------------------|---------------------------------------|-------------------------------|----------------------|-------------------------|
| LESSOR'S NAME | | | | |
| LESSOR'S BUSINESS ADDRESS | <small>STREET NAME AND NUMBER</small> | <small>TOWN/CITY NAME</small> | <small>STATE</small> | <small>ZIP CODE</small> |

| | | | | | |
|--|--|--|--|--|--|
| Check which description best applies and complete the detail description below: | | | | | |
| 1 <input type="checkbox"/> manufacturing, processing or fabricating | 2 <input type="checkbox"/> measuring or testing | 3 <input type="checkbox"/> metal finishing | | | |
| 4 <input type="checkbox"/> the significant overhauling or rebuilding of other products on a factory basis | 5 <input type="checkbox"/> used in the production of motion pictures, video and sound recordings | 6 <input type="checkbox"/> used in connection with biotechnology | | | |
| 7 <input type="checkbox"/> research and development, including experimental or laboratory research and development, design or engineering directly related to manufacturing | 8 <input type="checkbox"/> the significant servicing, overhauling or rebuilding of machinery and equipment for industrial use | 9 <input type="checkbox"/> used in connection with recycling, as defined in C.G.S. §22a-260 | | | |

Describe the business activity (in specific terms), which conforms to the above definition of manufacturing. Indicate the product manufactured:

| #13 – Mfg. Exempt machinery & equipment | | Original Cost | % | Net Depreciated | Assessor's | Assessor's |
|---|----------------------|-------------------------------|--------------|-----------------|-------------------------------|-------------------|
| Year Ending | Was Declared in 2022 | Transportation & Installation | Value | Value | Approved Cost | Depreciated Value |
| 10-2-2022 to 10-1-2023 | | | 95% | | | |
| 10-2-2021 to 10-1-2022 | | | 90% | | | |
| 10-2-2020 to 10-1-2021 | | | 80% | | | |
| 10-2-2019 to 10-1-2020 | | | 70% | | | |
| 10-2-2018 to 10-1-2019 | | | 60% | | | |
| 10-2-2017 to 10-1-2018 | | | 50% | | | |
| 10-2-2016 to 10-1-2017 | | | 40% | | | |
| 10-1-2016 and Before | | | 30% | | | |
| | | | Total | | Exemption Amt. Granted | |

I hereby certify that I'm eligible for the property tax exemption provided under C.G.S. §12-81(72) & (76). I further certify that all machinery and equipment listed herein was acquired and installed in the above named manufacturing or biotechnology facility and continues to be located there and is predominantly used for a manufacturing or biotechnology purpose. I agree to maintain and make available upon request to the Assessor supporting documentation, including, but not limited to, invoices, bills of sale, & bills of lading pertaining to the machinery and equipment for which I am claiming exempt status. I do hereby declare under penalty of false statement that the information contained herein is true and complete to the best of my knowledge, remembrance and belief, and that I'm authorized to make application for this property tax exemption. I request that the cost information submitted herein be kept confidential.

| | | |
|-----------|------------|-------------|
| Signature | Print Name | Date signed |
|-----------|------------|-------------|

Failure to file this form in the manner and form, and within the time limit prescribed, shall constitute a waiver of the right to such exemption for the assessment year, unless an extension of time is allowed under the provisions of C.G.S. §12-81k and upon payment of the late filing fee.

THIS AFFIDAVIT MUST BE SIGNED & NOTARIZED

Read the instructions on page 2, Signature

I DO HEREBY declare under penalty of false statement that the foregoing list, 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 for him in accordance with the provisions of § 12-50 C.G.S.

*****IMPORTANT*****

ALL SIGNATURES (EXCEPT SOLE PROPRIETOR'S OR SIMPLE PARTNERSHIPS) MUST BE NOTARIZED.
IF NOT NOTARIZED, A 25% PENALTY WILL BE APPLIED (SEE PAGE 2, SIGNATURE)

*****IMPORTANT*****

Signature

Print Name

Dated

Subscribed and sworn to before me:

Notary Public , Commissioner of the Court

Dated

Notes:

COMPLETE THIS SECTION ONLY IF BUSINESS IS NO LONGER IN TOWN OF CROMWELL **Affidavit of Business Closed *or* Moved (Out of Cromwell) *or* Sold**

If as of **October 1, 2023** you have closed, moved (out of Cromwell) or sold the business noted on page 1, then you must complete, sign and return this affidavit with supporting documentation to the Assessor's Office no later than **November 1, 2023**. See Page 2 for information.

I _____ of _____ at _____
Business owners name Doing Business As (if applicable) Street location of business name shown

I do so certify that on _____ said business was: (Please check one):
Month / Day / Year

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

☐ TERMINATED IF CLOSED, MOVED (OUT OF CROMWELL) OR SOLD, PLEASE ATTACH PROOF: 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