

2016 PERSONAL PROPERTY DECLARATION

Town of Brunswick

Assessing Department
85 Union Street, Brunswick, ME 04011
(207) 725-6650 FAX: (207) 725-6663
www.brunswickme.org

THIS FORM MUST BE FILED ANNUALLY.

In compliance with Title 36 MRSA, Section 706

Ownership Information

Complete One of the Following

Location:

Account No#

D/B/A:

Proprietorship - Name of Owner

Partnership – Name of Partners

Corporation – Name of Corporation

State of Incorporation

GENERAL INSTRUCTIONS: THIS SCHEDULE MUST BE PRESENTED TO THE ASSESSOR ON OR BEFORE MAY 1, 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.

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.**

Please check appropriate box below and proceed as instructed:

- New Business:** If you are a new business, then submit a complete list of the personal property used in the operation of the business.
- Existing Business:** Check this box and report any additions and deletions from the original list submitted. If you have not previously submitted a complete list of personal property, please do so.
- No Changes:** Check this box if you have previously submitted a list of personal property and there are no additions or deletions from the list.
- MOVED OR OUT OF BUSINESS IN BRUNSWICK SINCE APRIL 1, 2016:** Please indicate whether the business is no longer located in Brunswick as of April 1, 2016. State the effective date and reason.

EFFECTIVE DATE _____ . Brief Explanation: _____

Type	Description	Action	Description
F&F	Furniture and fixtures	ADD	Additions since last report.
M&E	Machinery and equipment		
C	Computers		
MISC	Miscellaneous		
LEASE	Include items you are truly leasing, but not those items that the lease is only a financing instrument. Those items should be included under F&F.	DELETE	Deletions since last report.
OTHER	Personal Property owned by another but located at your place of business, i.e. vending machines, coffee machines, etc.		

DESCRIPTION	TYPE	MODEL #	SERIAL #	YEAR	COST	NEW/USED

Leased Equipment or Owned by Others

DESCRIPTION	TYPE	MODEL #	SERIAL #	YEAR
MONTHLY RENTAL FEE				
LEASED FROM				
MAILING ADDRESS				
TELEPHONE OR FAX #				
E-MAIL ADDRESS				

Furniture & Fixtures		Miscellaneous
Machinery & Equipment		Additions
Computer Equipment		Deletions

GRAND TOTAL

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I hereby certify, having carefully read the above, that the report is true and correct, to the best of my knowledge and belief.

Signature:	Title:
Print Name:	E-mail address:
Telephone #:	Fax #:

NOTE: A LIST OF PERSONAL PROPERTY IN EXCEL FORMAT CAN BE EMAILED TO ASSESS@BRUNSWICKME.ORG RECEIPT WILL BE ACKNOWLEDGED.

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.

BETE (Business Equipment Tax Exemption)

In 2007, the State of Maine passed into law a new property tax **exemption** for certain nonretail 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>.