

Assessor's Office,  
City of Meriden  
142 East Main Street  
Meriden CT 06450

PRESORTED  
STANDARD  
U.S. POSTAGE PAID

## ADDRESS SERVICE REQUESTED

# Personal Property Declaration: **October 1, 2022**

## IMPORTANT

All persons who, as of **October 1, 2022**, 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), or who are owners of horse(s), must complete and file this Personal Property Declaration no later than **November 1, 2022**.

This is the **required declaration** for the City of Meriden, Connecticut.

This is your only notification to file by **November 1, 2022**.

Failure to file by **November 1, 2022** will result in a **25% penalty**. Failure to sign as required will result in a **25% penalty**.

**IF YOU HAVE CLOSED, MOVED (OUT OF MERIDEN) OR SOLD THIS BUSINESS, PLEASE COMPLETE THE FORM ON PAGE 11.**

### IMPORTANT INSTRUCTIONS FOR COMPLETING THIS DECLARATION ARE ON PAGE 2:

1. Read all the instructions on Page 2.
2. Complete all the appropriate sections of this Declaration.
3. Sign and have your signature, if required, notarized on Page 12.
4. Make a copy of your completed Declaration for your file.
5. Return the entire Declaration to our office on or before **November 1, 2022**.

**Direct questions concerning this Declaration to the Assessor's Office:** Telephone: 203-630-4065

**Office hours:** Monday through Friday, 8:00 am to 5:00 pm

**Hand-deliver or mail this Declaration to:** Assessor's Office, City of Meriden, 142 East Main Street, Meriden, CT 06450

**ORIGINALS ONLY - FAXED OR EMAILED COPIES NOT ACCEPTED**

FOR OFFICE USE ONLY			
Dated Entered _____	Initials _____	Refer for Audit _____	
Disposals Reviewed & Processed ___ Yes ___ No ___		Supervisor Review Required ___ Yes ___ No	
Supervisor/Reviewers Initials _____		Date _____	

## INSTRUCTIONS

As per CGS 12-63, the Assessor must determine the “present true and actual value” and in determining such value may use the accepted methods of comparable sales, cost less depreciation and income capitalization.

Not all sections are applicable to every business. Please read the following instructions and complete all relevant sections.

### Who Should File --

All owners of taxable personal property.

### Declaration –

1. **Owners of:**
  - a. **Non-Connecticut registered motor vehicles**
  - b. **Horses, ponies and thoroughbreds**
  - c. **Mobile manufactured home** -not assessed as real estate
2. **Businesses, occupations, farmers, and professionals** need to complete: (Commercial and cost information is not open to public inspection )
  - Business Data (page 3).
  - Lessee’s Listing Report (page 8).
  - Disposal, Sale or Transfer of Property Report (page 7)
  - Taxable Property Information (pages 4-6).
  - **Sign the Declaration of Personal Property Affidavit** on page 12.
3. **Lessors** need to complete: (Commercial and cost information is not open to public inspection )
  - Business Data (page 3).
  - Lessor’s Listing Report (page 9)
  - Disposal, Sale or Transfer of Property Report (page 7)
  - Taxable Property Information (pages 4-6).
  - **Sign the Declaration of Personal Property Affidavit** on page 12.

### Filing Requirements –

1. The Personal Property Declaration must be filed annually on or before November 1 (or the Monday following if November 1 falls on Saturday or Sunday) (CGS §12-42).
2. A Personal Property Declaration not filed will result in a value determined by the Assessor from the best available information (CGS §12-53b).
3. Declarations filed with “same as last year” are **INSUFFICIENT** and shall be considered an incomplete declaration.
4. Pursuant to CGS 12-81(79) tangible personal property with an original value of not more than \$250 is exempt. This exemption shall not be applied for the first ten full assessment years following the assessment year in which the property was acquired. Complete “Detailed Listing of Assets Orig Value ≤ \$250” report on Page 7. Also list total value of such exempt assets in “Reconciliation of Fixed Assets” box on Page 6.

### Penalty of 25% is Applied –

1. When no declaration is filed or a declaration is not signed, a 25% penalty is applied to the assessment. [See 2. under Filing Requirements.]
2. When declarations are submitted after November 1 [See 1. under Filing Requirements] and an extension has **NOT** been

granted (see Extensions) a 25% penalty is applied to the assessment. Returns mailed in must have a postmark (as defined in C.G.S. Sec 1-2a) of November 1 [See 1. under Filing Requirements.] or before.

3. When an extension is granted (see Extensions) and the declaration is not filed by the extension deadline, a 25% penalty is applied to the assessment.
4. 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.

### Exemptions-

1. On page 10, check the box adjacent to the exemption you are claiming.
2. **Note** that several exemptions require an additional application in order to receive that exemption. Please request the form number noted from the Assessor’s Office. The Manufacturers Machinery & Equipment Exemption Claim form & its itemized lists for Code 13 property may be requested if not included with this declaration.
3. The extension to file the Personal Property Declaration, if granted, may not apply to all required exemption applications and may require a late filing fee. Check with the Assessor.

### Signature Required –

1. The owners shall sign the declaration (page 12).
2. The owner’s agent may sign the declaration. In which case the declaration must be duly sworn to or notarized.
3. Corporate officers signing for their corporations must have the returns properly sworn to or notarized; or provide the Assessor with a statement bearing the corporate seal and signed by the corporate secretary setting out the office held by the signer of the declaration and dates office held.

### Extension –

The Assessor may grant a filing extension **for good cause** (CGS §12-42 & 12-81K). If a request for an extension is needed, you need to **request the filing extension in writing on or before November 1 (PA 19-200)**.

### 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 (CGS §12-53).

**Before Filing  
Make Copies of Completed Declaration  
for Your Records**

### Example of how to complete the tables on pages 5 and 6

How should the following be declared?

June 2021, you bought a desk for \$800 and a chair for \$200. You have a filing cabinet and printer that you bought 10 years ago for \$2000 that is being used in your business.

See the table to the right for the answer.

#16 - Furniture, fixtures and equipment			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10-1-21		95%	
10-1-20	1000	90%	900
10-1-19		80%	
10-1-18		70%	
10-1-17		60%	
10-1-16		50%	
10-1-15		40%	
Prior Yrs	2000	30%	600
<b>Total</b>	<b>3000</b>	<b>Total</b>	<b>1500</b>

**Assessor’s  
Use Only**

#16 | 1500

## Business Questionnaire

Please check here if your mailing address has changed. \_\_\_\_\_

Owner of Business: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Doing Business as: \_\_\_\_\_

Location of Business: Street Number \_\_\_\_\_ Street Name: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Direct Questions to: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

To better serve you and the economic needs of the community we ask that you completely fill out the information below.

### Business Information

Type of Business:      Manufacturer \_\_\_\_\_ Retail/ Mercantile \_\_\_\_\_ Professional \_\_\_\_\_  
                                  Tradesman \_\_\_\_\_ Service \_\_\_\_\_ Wholesale \_\_\_\_\_  
                                  Other \_\_\_\_\_

Description of Business: \_\_\_\_\_

Type of Product you sell or produce: \_\_\_\_\_

Type of Ownership (LLC, Incorporated etc): \_\_\_\_\_ IRS Activity Code \_\_\_\_\_

Is Business Public or Private company? (circle)      If public, Gross Revenue of Business \_\_\_\_\_

How Many Employees work in your facilities in this city only? \_\_\_\_\_

Date Your business began? \_\_\_\_\_ Date your business began in Meriden? \_\_\_\_\_

How Many Square feet does your business occupy in this city? \_\_\_\_\_

Do you own or lease the property you occupy? Own \_\_\_\_\_ Lease \_\_\_\_\_

Is this a home based business Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any other businesses operating from your address? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of other businesses at your location: \_\_\_\_\_

In case of an emergency our Fire and Police Departments may need to contact you.

### Emergency Contact Information:

Contact 1 Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell \_\_\_\_\_

City State Zip \_\_\_\_\_

Contact 2 Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell \_\_\_\_\_

City State Zip \_\_\_\_\_

Contact 3 Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell \_\_\_\_\_

City State Zip \_\_\_\_\_

**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 & as referenced in Sec. 12-41(d)) no later than:

**Monday, November 1, 2022**

**Meriden Assessor's Office Closes at 5:00 P.M.**

## TAXABLE PROPERTY INFORMATION

09	<b>MOTOR VEHICLES (NON-REGISTERED)</b>	Year	Make	Model	ID Number	Length/Width	Purchase Date/Price	Value	
	Examples: campers, RV's, snowmobiles, trucks, passenger cars, tractors, off-road construction vehicles, etc even if not capable of being used and any vehicle garaged in Connecticut but registered in another state, or any vehicle not registered at all. If you are a farmer eligible for exemption under Section 12-91 CGS, then list tractors in code 17 and complete the M-28 Form is required.								

10	<b>MANUFACTURING MACHINERY/EQUIPMENT (NOT EXEMPT)</b>  Do <b>not</b> include manufacturing machinery or manufacturing equipment that is being claimed under Code #13 and on the M-65 Form. For 3 year property (e.g., tools, dies, jigs, patterns, etc) or 10 year or greater property (i.e., property that has a class life of more than 16 years).	Acquired	Original Cost	Percent Good	Depreciated Cost	
			10-1-2022		95%	
			10-1-2021		90%	
			10-1-2020		80%	
			10-1-2019		70%	
			10-1-2018		60%	
			10-1-2017		50%	
			10-1-2016		40%	
			Prior Years		30%	
	Total		Total			

11	<b>HORSES AND PONIES ONLY</b>	Breed	Age	Registered	Sex	Breeding/Show/Pleasure/Racing	Value
		Eligible farmer, then complete the M-28 Form is required.					

12	<b>COMMERCIAL FISHERMEN ONLY</b>  All fishing apparatus actually and exclusively used in a commercial fishing operation.  Examples: fishing poles, nets, lobster pots, fish finders, etc.  Do <b>not</b> include the vessel.	Acquired	Original Cost	Percent Good	Depreciated Cost	
			10-1-2022		95%	
			10-1-2021		90%	
			10-1-2020		80%	
			10-1-2019		70%	
			10-1-2018		60%	
			10-1-2017		50%	
			10-1-2016		40%	
			Prior Years		30%	
	Total		Total			

13	<b>MANUFACTURERS ONLY</b>	Total Original Cost _____	Total Depreciated Cost _____
<b>**Note Completed M65application and detailed itemization list must accompany declaration</b>			

14	<b>MOBILE MANUFACTURED HOMES</b>	Year	Make	Model	Bdrms/Baths	Length	Purchase Date/Price	Value
		Only if <b>not</b> assessed as real estate.						

16	<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>  Examples: desks, chairs, tables, file cabinets, typewriters, calculators, copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machines, postage meters, cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitchen equipment, etc.	Acquired	Original Cost	Percent Good	Depreciated Cost	
			10-1-2022		95%	
			10-1-2021		90%	
			10-1-2020		80%	
			10-1-2019		70%	
			10-1-2018		60%	
			10-1-2017		50%	
			10-1-2016		40%	
			Prior Years		30%	
	Total		Total			

17	<b>FARMERS ONLY</b>  Farm machinery actually and exclusively used in the operation of a farm.  Examples: tractors, harrows, bush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, dozers, backhoes, hydroponic farm equipment or aquaculture equipment, etc.	Acquired	Original Cost	Percent Good	Depreciated Cost	
			10-1-2022		95%	
			10-1-2021		90%	
			10-1-2020		80%	
			10-1-2019		70%	
			10-1-2018		60%	
			10-1-2017		50%	
			10-1-2016		40%	
			Prior Years		30%	
	Total		Total			

18	<b>FARMERS ONLY</b>  Farm tools actually and exclusively used in the operation of a farm.  Examples: rakes, pitch forks, shovels, hoses, brooms, etc.	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2022		95%	
		10-1-2021		90%	
		10-1-2020		80%	
		10-1-2019		70%	
		10-1-2018		60%	
		10-1-2017		50%	
		10-1-2016		40%	
		Prior Years		30%	
Total		Total			

19	<b>AUTOMOTIVE MECHANICS ONLY</b>  Mechanics tools actually and exclusively used in the automotive trade.  Examples: wrenches, air hammers, jacks, sockets, etc.  Do <b>not</b> include carpenter tools.	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2022		95%	
		10-1-2021		90%	
		10-1-2020		80%	
		10-1-2019		70%	
		10-1-2018		60%	
		10-1-2017		50%	
		10-1-2016		40%	
		Prior Years		30%	
Total		Total			

20	<b>COMPUTERS ONLY</b>  Examples: computers, printers, peripheral computer equipment and any computer based equipment acting as a computer as defined under Section 168 of the IRS Code of 1986. Bundled software is taxable and must be included.	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2022		95%	
		10-1-2021		80%	
		10-1-2020		60%	
		10-1-2019		40%	
		Prior Years		20%	
Total		Total			

21	<b>TELECOMMUNICATION COMPANIES ONLY</b>  If you are a DPUC regulated utility, check this box <input type="checkbox"/>	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2022		95%	
		10-1-2021		90%	
		10-1-2020		80%	
		10-1-2019		70%	
		10-1-2018		60%	
		10-1-2017		50%	
		10-1-2016		40%	
		Prior Years		30%	
Total		Total			

22	<b>UTILITY COMPANIES &amp; CLASS 1 RENEWABLES</b>  Examples: cables, conduits, pipes, poles, towers, underground mains, wires, etc., of gas, heating, telephone companies, water and water power companies. Include items annexed to the ground (e.g., hydraulic car lifts, gasoline holding tanks, pumps, truck scales, etc.), as well as property used for the purpose of creating or furnishing a supply of water (e.g., pumping stations). If you are a DPUC regulated utility, check this box <input type="checkbox"/>	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2022			
		10-1-2021			
		10-1-2020			
		10-1-2019			
		10-1-2018			
		10-1-2017			
		10-1-2016			
		Prior Years			
Total		Total			

23	<b>EXPENSED SUPPLIES</b>  The average monthly quantity of supplies normally consumed in the course of business ( $a \div b = c$ ). Examples: stationery, post-it notes, typewriter ribbons, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies and maintenance supplies, etc). Any supply incorporated into a "for sale" item shall be considered inventory and as such exempt 12-81 (54).	a. Total expended	b. # of Months	c. Average Monthly

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**Monday, November 1, 2022**

**Meriden Assessor's Office Closes at 5:00 P.M.**

24a	<b>ALL OTHER TAXABLE PERSONAL PROPERTY</b> All other goods, chattels, effects or taxable personal property, <u>except</u> video tapes, not previously mentioned or which does <u>not</u> fit into any of the other categories.  Examples: machinery, equipment, vending machines, pinball machines, video games, signs, billboards, coffee makers, water coolers, leasehold improvements (i.e., improvements made by the lessee), carpenter's tools, landscape equipment, etc.  List briefly: _____	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2022		95%	
		10-1-2021		90%	
		10-1-2020		80%	
		10-1-2019		70%	
		10-1-2018		60%	
		10-1-2017		50%	
		10-1-2016		40%	
		Prior Years		30%	
		Total		Total	

24b	<b>VIDEO TAPES/DVD'S ONLY</b>  Average number of video tapes on hand _____	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2022		95%	
		10-1-2021		90%	
		10-1-2020		80%	
		10-1-2019		70%	
		10-1-2018		60%	
		10-1-2017		50%	
		10-1-2016		40%	
		Prior Years		30%	
		Total		Total	

24c	<b>Pollution Control Equipment</b>  Type of Equipment _____  For Pollution Control Equipment please attach certification form and list of equipment	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2022		95%	
		10-1-2021		90%	
		10-1-2020		80%	
		10-1-2019		70%	
		10-1-2018		60%	
		10-1-2017		50%	
		10-1-2016		40%	
		Prior Years		30%	
		Total		Total	

## TAXABLE PROPERTY INFORMATION

- 1) All data reported should be:
  - a) Actual acquisition costs including any additional charges or transportation and installation by year for each type of property described. These costs, less the standard depreciation as shown on the form will determine the net depreciated value.
  - b) Include all assets that may have been fully depreciated, written off, or charged to expense but are still owned. Do not include disposed assets; disposed assets must be listed on the following page. If you fail to provide an accurate detailed disposed asset listing, values cannot be reconciled and will not be removed from your assessment history.
- 2) Reports are to be filed on an assessment year basis of October 1. Acquisitions between October 2 and December 31 apply to the new year. (i.e. acquisition made October 30, 2021 is reported on the October 1, 2022 line).
- 3) Computerized filings are acceptable as long as all information is reported in prescribed format and attached to this form.

<b>RECONCILIATION OF FIXED ASSETS *</b>	
1. Assets declared last October 1, 2021	_____
2. Assets disposed of since last October 1, 2021	_____
3. Assets added since last October 1, 2021	_____
4. Assets declared this year October 1, 2022*	_____
Amount of equipment expensed last year	_____
Capitalization Threshold	_____
DOLLAR AMOUNT AT WHICH AN EXPENDITURE IS POSTED AS AN ASSET INSTEAD OF AN EXPENSE.	
* LINE 1 MINUS LINE 2 PLUS LINE 3 EQUALS LINE 4	

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**Monday, November 1, 2022**  
**Meriden Assessor's Office Closes at 5:00 P.M.**

## DETAIL 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	Property Class Code	Description of Item	Date Acquired	Acquisition Cost
			Total Disposed	

**Do not include assets that may have been fully depreciated, written off, or charged to expense but are still owned, these assets must be declared on page 4, 5 or 6 unless these assets are no longer in your possession.**

Pursuant to CGS 12-81(79) – Listing of assets purchased prior to 10/1/11 with an original cost ≤ \$250

Description of Item	Date Acquired	Acquisition Cost

**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 & as referenced in Sec. 12-41(d)) no later than:

**Monday, November 1, 2022  
Meriden Assessor's Office Closes at 5:00 P.M.**

## LESSEE'S REPORT

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.

Pursuant to §12-57a C.G.S., all items leased, borrowed, consigned, loaned, rented, stored or any items in your possession **not owned** by you, must be listed below. Failure to declare, in the form and manner as herein prescribed, shall result in the assumption that such property in the lessee's possession is owned by the lessee, who shall be liable for taxes and penalties. Property that you do not lease but which may be in your possession and must be reported may include (but is not limited to) dumpsters, gas/propane tanks, vending machines, water coolers, coffee machines, display stands or cases, display coolers, refrigerators, ATM's, photocopiers etc.

**IMPORTANT** If the cost of any equipment listed below is declared on page 4, 5 or 6, then the "On Page 4, 5 or 6" column below **must be completed.**



Lease Number	Leasing Company and/or Owner's Name <b>AND MAILING ADDRESS</b>	Item Description/ Model No.	Serial #	Year of Mfg.	Capital Lease (Yes/ No)	Lease Term Beg/End	Monthly Rent	Original Cost	On Page 4, 5 or 6	
									Table #	Year Included

**FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION WILL RESULT IN ADDING THE ESTIMATED VALUE OF THE LEASED EQUIPMENT TO YOUR ACCOUNT**

**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 & as referenced in Sec. 12-41(d)) no later than:

**Monday, November 1, 2022**  
**Meriden Assessor's Office Closes at 5:00 P.M.**



# LESSOR'S 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.

IN ORDER TO AVOID A DUPLICATION OF ASSESSMENTS RELATED TO LEASED 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 #1	Lessee #2	Lessee #3
Name of Lessee			
Lessee's address			
Physical location of equipment			
Full equipment description			
Is equipment self manufactured			
Acquisition date			
Current commercial list price new			
Has this lease ever been purchased, assumed or assigned?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, specify from whom			
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 <input type="checkbox"/> Conditional Sale	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale
Lease Term: Begin and end dates			
Monthly contract rent			
Monthly maintenance costs if included in monthly payment above			
Is equipment declared on either the Lessor's or the Lessee's new manufacturing exemption application (M65)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>

**Direct questions concerning declaration to the Assessor's Office at:**

Phone 203- 630-4065

**Hand deliver declaration to:**

City of Meriden  
Assessor's Office  
142 East Main St.  
Meriden, CT 06450

**Mail declaration to:**

City of Meriden  
Assessor's Office  
142 East Main Street  
Meriden, CT 06450

**Check Off List:**

- Read instructions on page 2
- Complete appropriate sections
- Complete exemption applications
- Sign & date as required on page 12
- Make a copy for your records
- Return by November 1, 2022

**Notes:** \_\_\_\_\_

**This Personal Property Declaration must be signed and delivered to the Meriden Assessor or postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) by**

**Monday, November 1, 2022**

**A 25% Penalty required for failure to file as required.**

# City of Meriden Personal Property Declaration Forms for **October 1, 2022**

TO BE FILED NO LATER THAN **NOVEMBER 1, 2022**

Total Depreciated Values <small>From page 4, 5 or Supplemental</small>	Property Codes and Descriptions			ASSESSOR'S USE ONLY
.00	<b>#09</b>	Non-registered or Non-Connecticut Registered Motor Vehicles	<b>#09</b>	
.00	<b>#10</b>	Manufacturing Machinery and Manufacturing Equipment (Not Exempt)	<b>#10</b>	
.00	<b>#11</b>	Horses and Ponies	<b>#11</b>	
.00	<b>#12</b>	Commercial Fishing Apparatus	<b>#12</b>	
.00	<b>#13</b>	Manufacturing Machinery & Manufacturing Equipment (Exempt)	<b>#13</b>	
.00	<b>#14</b>	Mobile Manufactured Homes	<b>#14</b>	
.00	<b>#16</b>	Furniture, Fixtures and Equipment	<b>#16</b>	
.00	<b>#17</b>	Farm Machinery	<b>#17</b>	
.00	<b>#18</b>	Farming Tools	<b>#18</b>	
.00	<b>#19</b>	Mechanics Tools	<b>#19</b>	
.00	<b>#20</b>	Computers	<b>#20</b>	
.00	<b>#21</b>	Telecommunications Equipment; Total of 21a, 21b, 21c and 21d	<b>#21</b>	
.00	<b>#22</b>	Cables, Conduits, Pipes, Poles, Towers, Underground Mains, Wires, Class 1 Renewables, turbines	<b>#22</b>	
.00	<b>#23</b>	Expensed Supplies	<b>#23</b>	
.00	<b>#24</b>	All Other <b>#24a</b> <b>#24b</b>	<b>#24</b>	
.00	Sub Total		of all codes #09 through #24 above	Sub Total

## ASSESSOR'S USE ONLY

<b>Penalty (List Reason):</b>		<b>+ Penalty (25% Of Sub Total)</b>	
		<b>= Total Gross Assessment</b>	
<b>Exemption(s) See Below</b>		<b>- Total of All Exemptions</b>	
		<b>= Total Net Assessment</b>	

## 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 <u>NOT</u> REQUIRE A SEPARATE APPLICATION.	Code	OFFICE USE ONLY Exemption
<input type="checkbox"/> Mechanic's Tools (For automotive mechanics only); Code #19 on page 5; Up to \$500	JAA	
<input type="checkbox"/> Commercial Fishing Apparatus (For commercial fisherman only); Code #12 on page 4; Up to \$500	MPA	
<input type="checkbox"/> Horses/Ponies (For non-farm use only); Code #11 on page 4; Up to \$1000 per animal	IGA	
<input type="checkbox"/> Farming Tools (For farmers only); Code #18 on page 5; Up to \$500	IFA	
ALL OF THE ASSESSMENT EXEMPTIONS BELOW <u>REQUIRE A SEPARATE APPLICATION AND/OR CERTIFICATE TO BE FILED WITH THE ASSESSOR BY <b>NOVEMBER 1, 2022.</b></u>	Code	OFFICE USE ONLY Exemption
<input type="checkbox"/> Water/Air Pollution Control Equipment Application and a copy of the CT DEP Certificate 117 and/or 124	H	
<input type="checkbox"/> Class 1 Renewables –Exemption Form M-XX required	J	
<input type="checkbox"/> Distressed Municipality/Enterprise Zone Exemption Application M-55 Required Annually	K	
<input type="checkbox"/> Manufacturing and Biotechnology Machinery/Equipment; M-65 Application; Detailed Asset Listing; Code #13 Required Annually	U	
<input type="checkbox"/> Farm Machinery; M-28 Application is required; Code # 17 on page 4; Up to \$100,000	IEA	

**AFFIDAVIT  
OF BUSINESS CLOSING OR SOLD OR MOVED (OUT OF MERIDEN)**

If, as of **October 1, 2022**, you have closed, moved (out of Meriden) 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, 2022**.

I \_\_\_\_\_ of \_\_\_\_\_ at \_\_\_\_\_  
Business owners name Business name (if applicable) Street location of business name shown

With regards to said business I do so certify that on \_\_\_\_\_ said business was (Please check one):

**SOLD TO:**

\_\_\_\_\_ Print Name Print Address (including street number, city, state and zip code)

**TERMINATED**

**IF CLOSED, MOVED (OUT OF MERIDEN) OR SOLD, PLEASE ATTACH PROOF.**

**MOVED TO:**

\_\_\_\_\_ Street Name and Number 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

**If your business has closed you will also need to include the following documents:**

- Cancellation of City of Meriden Trade Name (recorded with City Clerk)
- Dissolution of business with State of Connecticut Secretary of State
- Letter from Bank noting date business closed

**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 & as referenced in Sec. 12-41(d)) no later than:

**Monday, November 1, 2022**  
**Meriden Assessor's Office Closes at 5:00 P.M.**

**DECLARATION OF PERSONAL PROPERTY AFFIDAVIT**

**THIS FORM MUST BE SIGNED (AND IN SOME CASES WITNESSED) BEFORE IT MAY BE FILED WITH THE ASSESSOR.  
AVOID PENALTY – IMPROPERLY SIGNED DECLARATIONS REQUIRE A 25% PENALTY  
COMPLETE SECTION A OR SECTION B**

**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.

SEE PAGE TWO (2) FOR SIGNATURE REQUIREMENTS.

CHECK ONE        OWNER                                        PARTNER  
                                      CORPORATE OFFICER                                        MEMBER

**Signature**

**Dated**

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Print or type name

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

**Agent's  
Signature**

**Dated**

\_\_\_\_\_  
Agent's Signature /Title

\_\_\_\_\_  
Print or type agent's name

**AGENT SIGNATURE MUST BE WITNESSED**

Witness of agent's sworn statement

Subscribed and sworn to before me -

**Dated**

\_\_\_\_\_  
Circle one: Assessor or staff member, City Clerk, Justice of the Peace, Notary or Commissioner of Superior Court

**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 & as referenced in Sec. 12-41(d)) no later than:

**Monday, November 1, 2022**  
**Meriden Assessor's Office Closes at 5:00 P.M.**