

Helpful Hints & Suggestions

- File the original declaration with this office as soon as possible before November 1. Be sure to sign and date your return.
- Work with your accountant to identify any equipment that may have been physically removed. List those items in the appropriate section on your declaration.
- If you have an asset listing or depreciation schedule which identifies each business asset with the **original cost and acquisition date**, attach it to your completed declaration.
- A filing extension may be **requested in writing** on or before November 1, **for good cause**.
- **DO NOT USE** vague terms such as "various" or "same as last year." The declaration will not be accepted.
- If you sell, terminate, or move the assets of your business to a new location, please inform our office in writing. It will enable us to keep timely, accurate records.

Significant Dates to Remember

September

Personal Property Declarations Mailed to Businesses

November 1st

Personal Property Declaration
filing deadline

Early February

Assessment Notices Mailed
February 20th - Assessment Appeal Application Deadline

Month of March

Board of Assessment Appeals meets

July 1st

Due date for taxes

This pamphlet answers some common questions taxpayers have concerning personal property and provides information that will help you file an accurate personal property declaration. If you should have any questions regarding personal property or need help in filing your declaration, please feel free to call our office at (860) 665-8530 for assistance.

Town of Newington

Business Personal Property General Information



Assessor's Office

200 Garfield Street
Newington, CT 06111
(860) 665-8530

assessor@newingtonct.gov

TOWN HALL HOURS

Monday/Wednesday/Thursday 8:30 - 4:30
Tuesday 8:30 - 6:00
Friday 8:30 - Noon

Frequently Asked Questions

What is Business Personal Property?

Business personal property is everything other than real estate used to operate a business. Examples include but are not limited to; furniture, fixtures, computers, equipment, tools, machinery, cell phones, signs, mowers, supplies, leased equipment, and leasehold improvements which may be attached to real estate.

Who must file a personal property declaration?

Anyone in possession of assets on October 1 or having had assets in Newington for three months prior to October 1 who has a sole proprietorship, partnership, LLC, corporation, or is a self-employed agent or contractor, including home based businesses, must file each year. Property owners who lease, loan, or rent property must also file.

Why must I file a personal property declaration?

Connecticut General Statutes §12-41 and §12-71 require that all personal property be reported each year to the Assessor's Office. Declarations are mailed out to all known businesses which may have property to report. If you believe the form is not applicable, contact the Assessor's Office or return it with an explanation.

The declaration MUST be returned or written explanation provided.

Failure to receive a personal property declaration does not relieve you of your obligation to file.

I did not receive a declaration in the mail. Am I still required to report my property?

Yes. It is the responsibility of the property owner (or lessee) to file a declaration.

The Assessor's Office mails out declarations **in September** to all known owners of taxable personal property. If a declaration form is not received by mail, one can be obtained at the Assessor's Office or on the town website, under the Assessor's Office page.

When are personal property declarations due to be filed?

The deadline for filing declarations is **November 1** each year, unless the first is a holiday or weekend, then it extends to the following business day. Postmarks are accepted and declarations may be emailed as a PDF attachment.

There is a twenty-five percent (25%) penalty for late filings.

I am no longer in business and received a declaration. Do I still need to file?

Yes. Complete the affidavit section on page 1 of the declaration and tell us what happened to the property.

Do not ignore the declaration!

If the declaration is not returned with this information, the assessor will assume the business failed to file.

The business will be assessed, penalized, and taxed unless the form with the required information is returned.

What if I do not file a declaration?

The assessor shall prepare an estimated assessment **and add a twenty-five percent (25%) non-filing compliance penalty** to that assessment.

How does the assessor know if my declaration is accurate?

Connecticut law authorizes the assessor, or the assessor's designee, to perform an audit for up to three (3) years following the assessment date (October 1) for which the declaration was required to be filed. This process may require the property owner to appear with accounting books, documents, federal tax returns, etc. for examination under oath in reference to their personal property. Any property discovered during an audit and not previously reported will be added along with the twenty-five percent (25%) non-compliance penalty.

Who has access to a personal property declaration?

Declarations of Personal Property are protected under the Freedom of Information Act and are not open to the public. Filings will be made available to the business owner or agent authorized to sign the declaration upon verification of identification.

Scan QR Code for
easy access to the
Assessor's webpage.

