



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Assessor's Office

Steven Kosofsky
Town Assessor

Enclosed please find your 2018 Personal Property Declaration. Please read the following instructions carefully before filing this return.

All Personal Property forms are available on-line at the Town Assessor page of the Town of Newington website located at www.newingtonct.gov.

1. According to *Connecticut General Statutes*, this form must be completed properly and returned to the Assessor's Office on or before November 1st. **If not returned, the Assessor must estimate the amount of taxable property and add a 25% penalty.**
2. Any form submitted after November 1st will be subject to a 25% late penalty.
3. **IMPORTANT:** This form must be returned even if the business was sold or the property was disposed of, or if you do not own taxable personal property in Newington. Please note the disposition of the property ***including name and address of the buyer, date and amount of the sale and or other pertinent information on the form, sign it, and RETURN THE FORM.*** Otherwise, the Assessor will assume that you have taxable personal property and have failed to declare it.
4. Complete all pertinent sections of the form. Write "NONE" across sections not applicable. Forms with **"SAME AS LAST YEAR"** will not be accepted and will be subject to a 25% penalty.
5. It is advisable to retain one (1) copy of the form for your records.
6. All data reported should be actual acquisition costs including any additional charges for transportation and installation. These costs multiplied by the adjustment factors as shown on the form will determine the net value.
7. The data reported on the form should be the same as reported to the Internal Revenue Service on Form 4562, or Schedule C, and your general ledger, in addition to all assets that may have been fully depreciated, written off, or charged to expense but are still owned.
8. Be sure to include acquisitions between October and December of each year if they were omitted from last year's return.
9. **Be sure to include the Lessee's Report of Personal Property along with this declaration.**

10. Taxable personal property includes all of the following:
- a. Unregistered Motor Vehicles (Item #9) - Including any vehicle registered in another state and garaged here.
 - b. Machinery and Equipment (Item #10) - All machinery and equipment used in manufacturing which are not permanently attached to real property and all tools and patterns which are essential and necessary in the operation of such manufacturing.
 - c. Office Furniture and Fixtures (Item #16) - Any desk, chair, table, desk light, filing cabinet, credenza, bookcase, typewriter, copy machine, fax machine, mailing machine, telephone systems, credit card processor, calculator, cash register, lamp, water cooler, coffee machine, microwave, coat rack, waste basket, document shredder, etc.
 - d. EDP Equipment (Item #20) - Any computer including mainframe systems, mid-range systems, network servers, workstations, personal computers, terminals, storage devices, printers, scanners, monitors and other computer peripheral and networking equipment. **IMPORTANT: Any equipment using this schedule must comply with the definition of a computer as indicated in Section 168 of the Internal Revenue Code of 1986, or subsequent corresponding code as may be amended.**
 - e. Supplies & Inventory (Item #23) - All supplies consumed for your firm's own personal use as well as any non-mercantile (not for re-sale) inventory.
Note: Manufacturers are exempt from inventory only. Supplies consumed for your own use are still taxable.
 - f. Cables and Conducts (Item #22) - Including pipes, poles, towers, and underground mains and wires.
 - g. Rental Entertainment Media (Item #24A) - Any digital video disc or digital or video game cartridge, that is available for rental purposes.
 - h. Other Assets (Item #24) - Any other taxable assets not specifically mentioned above.

ALL FIRMS, WHETHER THEY RETURN THIS FORM OR NOT, ARE SUBJECT TO AUDIT BY THE ASSESSOR'S OFFICE.

If you have any questions about the preparation of the form or are in need of any assistance, do not hesitate to call the Newington Assessor's Office at (860) 665-8530.

Steven Kosofsky, CCMA II,
Town Assessor



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Section A -- Business Data

Direct Questions To:

Name: _____
 Address: _____
 City/State/Zip: _____
 Telephone Number: _____
 Fax Number: _____
 eMail Address: _____

Town of Newington Assessor's Office
 131 Cedar Street
 Newington, CT 06111

Assessment Date: October 1, 2018
Return Date: November 1, 2018

Type of Ownership: (Check one below):

Corporation Partnership LLC
 Sole Proprietor Other (Describe) _____

Location of Accounting Records:

Description of Business: _____

Section B -- Taxable Property Information

#9 - Unregistered Motor Vehicles

Year	Make	Model	Vehicle Identification #	Purchase Price	Date	Value

#10 - Machinery & Equipment

Year	Original Cost	% Good	Net Value
2018		95%	
2017		90%	
2016		80%	
2015		70%	
2014		60%	
2013		50%	
2012		40%	
Prior		30%	
Total			

#16 - Furniture, Fixtures & Equipment

Year	Original Cost	% Good	Net Value
2018		95%	
2017		90%	
2016		80%	
2015		70%	
2014		60%	
2013		50%	
2012		40%	
Prior		30%	
Total			

#20 - EDP Equipment ONLY

Year	Original Cost	% Good	Net Value
2018		95%	
2017		80%	
2016		60%	
2015		40%	
Prior		20%	
Total			

#22 - Utility Equipment: Cables, Conduits, Pipes, Poles, Towers & Wires

Year	Original Cost	%	Net Book Value
2018			
2017			
2016			
2015			
2014			
2013			
2012			
Prior			
Total			

PURA /FERC Regulated Utilities Check Here _____

Section B -- Taxable Property Information - continued

#24 - All Other Goods, Chattels & Effects (Including Leasehold Improvements)			
Year	Original Cost	% Good	Net Value
2018		95%	
2017		90%	
2016		80%	
2015		70%	
2014		60%	
2013		50%	
2012		40%	
Prior		30%	
Total			

#24A - Rental Entertainment Media (Including games, movies and all other forms of entertainment)			
Year	Original Cost	% Good	Net Value
2018		95%	
2017		80%	
2016		60%	
2015		40%	
Prior		20%	
Total			

#23 - Expensed Supplies			Reconciliation of Fixed Assets
Manufacturers & Retailers exempt from inventory but not supplies. Use average monthly figures. Be sure to include supplies consumed for your own use as well as any non-mercantile (not for re-sale) inventory.			Assets Declared 10/1/2017:
YEAR ENDING			Assets Disposed:
TOTAL EXPENDED			Assets Added:
AVERAGE MONTHLY			Assets Declared 10/1/2018:
October 2018			

Questions:

- How many employees work in your facility? _____
- How many square feet does your firm occupy? _____
- Are there any other businesses operating at this location?
(If so, please identify name of business) _____

Please indicate balances from your General Ledger below:

	Balance as of October 1, 2018			Balance as of October 1, 2017		
	Cost	Depr.	Net	Cost	Depr.	Net
Machinery & Equipment						
Furniture & Fixtures						
EDP Equipment						
Others						
TOTAL						

Total cost of fully depreciated assets still in use **but not included with the above balances:** _____

In compliance with the State Freedom of information Commission I hereby request that the information contained in this report be kept confidential and exempt from public disclosure. [] NOT APPLICABLE UNLESS BOX IS CHECKED.

Affidavit

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 and is a true statement of all my personal property subject to taxation and that I have not misled the Assessor as to age, quantity and or quality.

Signature

Date:

Please print name here

Phone #