



Town of Paris

33 Market Square, South Paris, ME 0428
207-743-2501/207-743-6718

Cindy Namer, CMA
Assessor
assessor@parismaine.org

February 2022

2022 Personal Property Declaration

Dear Paris Business Owner,

As we turn the calendar towards spring, at least two things are certain: the winter thaw is coming and it's time to file your business personal property listing with the Town. Maine Law provides that all personal property associated with a business is subject to local property taxation. "Personal Property" is tangible property and includes but is not limited to manufacturing equipment, office furniture, store fixtures, telephone systems, computers, heavy and light duty construction equipment, farm implements, trailers and home occupation fixtures.

We are requesting an itemized list of personal property from all businesses, including any property acquired or removed since April 1, 2021. If you need assistance or you would like a copy of your existing record, please contact us. It is important to provide an accurate description in order for us to properly depreciate and assess property fairly. **Asset listings in Excel format are greatly appreciated, but you must provide the same information as required on the form.**

Enclosed is a declaration form to be submitted by you on or before May 1, 2022. Filing of this form is required in accordance to M.R.S.A. Title 36, Sec 706-A. **If you own personal property located in the Town of Paris on April 1, 2022 you are responsible for the annual personal property tax bill.** By law, failure to file shall result in a presumption of your ownership (leased or otherwise), subsequent tax liability of any taxable real or personal property items in your possession and may result in the loss of your right to appeal. **Prompt attention to this request will help ensure that your assessment will be based on the most accurate information available.**

Once you have returned the form, we will review and assess the property for taxation purposes. While it can be confusing to understand how to comply and file, we are here to help. More guidance is provided on the back of this letter. If you have any questions, please don't hesitate to contact us at (207) 743-2501, or by e-mail at assessor@parismaine.org.

Sincerely,

Cindy Namer, CMA
Assessor

PERSONAL PROPERTY INSTRUCTIONS 2022

1. Use the personal property schedule to report your personal property. Electronic submissions are welcome, but you must provide the same information as required on the form.
2. Personal Property is defined in Title 36 Section 601 as to include furniture, fixtures, cargo trailers, manufacturing machinery and equipment, store and office equipment, computer equipment and professional libraries.
3. Personal Property is an item used to support the business. Special features within the structure must also be considered, such as canopies, signs, exhaust systems, phone systems, vaults, coolers, etc.
4. Although items have been fully depreciated for income tax purposes, they are still subject to property tax and must be listed.
5. If you lease equipment from a company, please provide the requested information on the form so that we may assess the property tax to them. If you have a contractual agreement to pay the tax yourself, then just list the item along with the regular list.
6. If you rent or lease equipment to an individual, these items are taxable, unless those items are actually held for resale on April 1, 2022. Documentation must be provided to support this claim.

Filing the Form

1. **ALL** businesses must submit the personal property form in its entirety and may attach additional sheets as necessary. Incomplete or insufficient forms will be rejected and subject to an estimated value. Failure to submit the form bars your right to any appeal of value.
2. If you have moved, sold or closed your business on or before April 1, 2022, then please indicate as such on the form and return to us.
3. Apartment building owners are subject to tax. Items may include appliances, tools, lawn mowers, air conditioners, laundry machines and special lighting. Rental Income is optional.
4. If you lease equipment, please provide the contact information on the form.
5. List the item description and the date you acquired the item (approximate). If the item was acquired USED, then you must also include the manufacturing date so that we may apply depreciation. Enter the original cost new. If unknown, enter an estimated fair market value.

Personal Property Tax Relief

NOTE: You may be eligible for tax exemption or reimbursement for taxes paid on qualifying business property. The BETE program, effective April 1, 2008 applies to certain items assessed for the first time after April 1, 2007. BETE applications must be filed with the Assessor by May 1, 2022.

BETE (Business Equipment Tax Exemption) - applications must be filed annually and are also due in this office on or before May 1, 2022. Please contact us ASAP for a BETE application or for more information.

BETR (Business Equipment Tax reimbursement) – this program is available through the state but applicants begin with the assessor by filing a Form 801 as notification to file.

For more information on the BETE and the BETR Programs, Visit:

<http://www.maine.gov/revenue/propertytax/propertytaxbenefits/propertytaxbenefits.htm>