

PLEASE COMPLETE AND RETURN THIS FORM BY 04/30/2010

ASSESSING OFFICE Phone: (207) 338-3160, Ext. 17

Information & forms available online at: [cityofbelfast.org](http://cityofbelfast.org)

City of Belfast

131 Church Street

Belfast, Maine 04915

## 2010 BUSINESS PERSONAL PROPERTY DECLARATION

BUSINESS OWNER'S NAME(S):	BRIEF DESCRIPTION OF BUSINESS ACTIVITY:
NAME OF BUSINESS (DBA):	TYPE OF OWNERSHIP: <input type="checkbox"/> MAINE CORPORATION <input type="checkbox"/> FOREIGN CORPORATION <input type="checkbox"/> INDIVIDUAL/PARTNERSHIP <input type="checkbox"/> LLC <input type="checkbox"/> OTHER, (LIST) _____
BUSINESS LOCATION:	
IS THE REAL ESTATE OWNED BY THIS BUSINESS: <input type="checkbox"/> YES <input type="checkbox"/> NO DATE BUSINESS STARTED:	CONTACT PERSON: _____ TELEPHONE#: _____
BUSINESS MAILING ADDRESS:	IF CORPORATION, ENTER CORPORATE ADDRESS
TELEPHONE#: _____ FAX#: _____	

Having carefully read the above, I hereby certify that the information reported herein is full, true, and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### STATE OF MAINE PROPERTY TAXATION: TITLE 36

- Sec. 601. **Personal Property; Defined:** Personal Property for the purposes of taxation includes all tangible goods and chattels wheresoever they are and all vessels, at home or abroad.
- Sec. 706. **Taxpayers to List Property, Notice Penalty, Verification:** Before making an assessment, the assessor...may give reasonable notice in writing to all persons liable to taxation in the municipality...to furnish the assessor true and perfect lists of all their estates, not by law exempt from taxation, of which they are possessed on the first day of April of the same year. The Assessor may require the person furnishing the list to make oath to its truth and may require him to 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, but such list and answers shall not be conclusive upon the assessor.

**IMPORTANT:** If you are the owner of record of a business on April first, you will be responsible for the full amount of the property tax. If the Assessor has not been notified IN WRITING on this form of any change in status or venue, a tax bill will be issued to the owner of record at the last known address. You are reminded that failure to respond to this request in writing bars any appeal. You are also reminded that the Assessor's Office is available to assist you in achieving compliance with the statutes, and to provide information to the extent that it is needed. You may contact the Assessing Office at (207) 338-3160, Ext. 17.

### CHECK APPROPRIATE BOX(S) AND PROCEED AS INSTRUCTED

**NEW BUSINESSES:** If you started your business after April 1, 2009, then submit a complete list of all personal property. Please complete the reverse side or attach an itemized listing by Type. 1. Furniture & Fixtures, 2. Machinery & Equipment, 3. Computer Equipment, 4. Telecommunication Equipment, 5. Signs, 6. Appliances, 7. Other

**EXISTING BUSINESS:** If you have submitted a complete list in the past, then report any additions or deletions to that list since April 1, 2009, using the reverse side.

**NO CHANGE:** Only check this box if in the past year there have been no additions or deletions to your assessment list. This would include leased, loaned or gift items.

**OUT OF BUSINESS IN BELFAST SINCE APRIL 1, 2009:** (EFFECTIVE DATE) \_\_\_\_\_  
**If no longer in business, you are not relieved of the responsibility of filing this form.**  
 I have sold my Business       I have gone out of Business       I have moved my Business out of Town  
In addition to the date your business closed please indicate to whom the Business and/or Personal Property was sold:

Name \_\_\_\_\_ Mailing address \_\_\_\_\_

Purchased my Business & Personal Property       Purchased Business Only       Purchased Personal Property Only

### State of Maine TAX REFUND and/or EXEMPTION:

**NEW 2008: BETE** a Business Equipment Tax Exemption Program, exempting certain qualified personal property of Non-Retail businesses. BETE qualified personal property must be applied for on a separate application available at the Assessor's Office or online at Maine Revenue Service: Property Tax - BETE. BETE eligible business equipment is equipment first subject to assessment on or after April 1, 2008. This exemption MUST be applied for YEARLY. Applications are due by May 1st, extensions may be applied for in writing by May 1st. **Failure to file within this time frame disqualifies the property involved from exemption for that tax year per Maine law.**

BETR: The State of Maine has updated the Business Equipment Tax Reimbursement (BETR) program. Apply after August 1. BETR allows for personal property taxes paid on qualified personal property to be refunded to businesses. Contact the State of Maine, Maine Revenue Services for information and application booklet at (207) 626-8475 or online Maine Revenue Service: Property Tax - BETR.

