



DEPARTMENT OF ASSESSING
BUSINESS PERSONAL PROPERTY DECLARATION
FY 2021

APRIL 1, 2020 ASSESSMENT DATE.
RETURN MUST BE FILED BY
APRIL 16, 2020.

ADDRESS: 73 HARLOW STREET, BANGOR, ME 04401
TELEPHONE: (207) 992-4215, FAX: (207) 945-4433

CITY OF BANGOR



FAILURE TO RETURN THIS FORM
VOIDS YOUR RIGHT TO AN
ABATEMENT OR AN APPEAL

SEE BACK OF COVER LETTER FOR
GENERAL INFORMATION AND INSTRUCTIONS.

Location Address:

Form with fields for BUSINESS OWNER'S NAME, DESCRIPTION OF BUSINESS ACTIVITY, NAME OF BUSINESS, TYPE OF OWNERSHIP, BUSINESS LOCATION, BUSINESS MAILING ADDRESS, CHARTER NUMBER, TELEPHONE #, and FAX#.

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-A. Taxpayers to list property; notice; penalty; verification: Before making an assessment, the assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory may give seasonable notice in writing to all persons liable to taxation or qualifying for exemption pursuant to subchapter 4-C in the municipality, the primary assessing area or the unorganized territory to furnish to the assessor or assessors, chief assessor or State Tax Assessor true and perfect lists of all the property the taxpayer possessed on the first day of April of the same year and may at the time of the notice or thereafter require the taxpayer to answer in writing all proper inquiries as to the nature, situation and value of the taxpayer's property liable to be taxed in the State or subject to exemption pursuant to subchapter 4-C. The list and answers are not conclusive upon the assessor or assessors, chief assessor or State Tax Assessor.

NO CHANGE ONLY CHECK THIS BOX IF IN THE PAST YEAR THERE HAVE BEEN NO ADDITIONS OR DELETIONS TO THE ENCLOSED ASSESSMENT LIST. THIS WOULD INCLUDE LEASED, LOANED, OR GIFT ITEMS. (YOU WILL ALSO NEED TO SIGN & DATE THE BACK OF THIS FORM)

SECTION 1 FURNITURE AND FIXTURES, LEASEHOLD IMPROVEMENTS AND SIGNS: (Lump Sum Totals Not Accepted) Table with columns: DESCRIPTION OF ITEM, MODEL #/SERIAL #, QTY., MO./YR. ACQUIRED, COST EACH, TOTAL COST

(ATTACH ADDITIONAL SHEETS, IF NECESSARY AND IDENTIFY AS 'FURNITURE AND FIXTURES, ETC.')

SECTION 2 MACHINERY AND EQUIPMENT: (Lump Sum Totals Not Accepted) Table with columns: DESCRIPTION OF ITEM, MODEL #/SERIAL #, QTY., MO./YR. ACQUIRED, COST EACH, TOTAL COST

Table for household appliances with columns: DESCRIPTION OF ITEM, QTY., DESCRIPTION OF ITEM, QTY. Includes categories (a) KITCHEN STOVES/OVENS, (b) REFRIGERATORS, (c) DISHWASHER, (d) CLOTHES DRYER, (e) CLOTHES WASHER, and TOTAL NUMBER OF ALL HOUSEHOLD APPLIANCES (a,b,c,d,&e).

(ATTACH ADDITIONAL SHEETS, IF NECESSARY AND IDENTIFY AS 'MACHINERY AND EQUIPMENT')

SECTION 3 COMPUTER EQUIPMENT: (Lump Sum Totals Not Accepted) Table with columns: DESCRIPTION OF ITEM, MODEL #/SERIAL #, QTY., MO./YR. ACQUIRED, COST EACH, TOTAL COST

(ATTACH ADDITIONAL SHEETS, IF NECESSARY AND IDENTIFY AS 'COMPUTER EQUIPMENT')

WARNING: FAILURE TO REPORT WILL TRIGGER AN ASSESSOR'S AUDIT

SECTION 4 ALL OTHER PERSONAL PROPERTY NOT INCLUDED IN SECTIONS 1, 2 OR 3: (Lump Sum Totals Not Accepted)

EX: TRAILERS (CARGO, BULK HAULING, STORAGE, OFFICE), LAW LIBRARY, ART WORK, ETC. IN THIS SECTION.

DESCRIPTION OF ITEM	MODEL # / SERIAL #	QTY.	MO./YR. ACQUIRED	COST EACH	TOTAL COST

(ATTACH ADDITIONAL SHEETS, IF NECESSARY AND IDENTIFY AS 'OTHER PERSONAL PROPERTY')

SECTION 5 LEASED, LOANED OR RENTED PERSONAL PROPERTY: (PLEASE SEE NOTE ON INSTRUCTION LETTER BEFORE COMPLETING THIS SECTION)
 List below all personal property which is located at your place of business that is leased, loaned, or rented and is **owned by someone else**. This would include such items as vending machines, postage machines, computer equipment, copy machines, telephone systems, security alarms, trash containers, video games, furniture, typewriters, calculators, water coolers, ice machines, storage trailers, construction equipment or any other type of equipment that is **not owned by you** but is located on your premises.

FULL NAME AND ADDRESS OF OWNER	DESCRIPTION OF ITEM	QTY	COST	LEASE DATE	MONTHLY RENT	NUMBER OF MONTHS

(ATTACH ADDITIONAL SHEETS, IF NECESSARY AND IDENTIFY AS "LEASED" EQUIPMENT, ETC.)

SECTION 6 TRUE OR CONDITIONAL LEASES - THIS SECTION FOR LESSORS OR LENDERS ONLY:

Leasing Companies: To help avoid duplication of accounts related to leased personal property, **PLEASE** complete the following:

Does your business lease personal property in the City of Bangor? Yes No
 Does your business handle conditional leases on equipment located in the City of Bangor? Yes No

If yes, provide the name and address of the person(s) or business to whom the property was leased or financed to on the assessment date. Also include a description of the item(s), its model #, serial #, the quantity leased, year acquired and original cost. Attach list identified as "Leased" or "Conditional Leased" Personal Property. **PLEASE SPECIFY WHO IS RESPONSIBLE FOR THE PERSONAL PROPERTY TAXES.**

If notice is given by mail and the taxpayer does not furnish the list and answers to all proper inquiries, the taxpayer may not apply to the assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory for an abatement or appeal an application for abatement of those taxes unless the taxpayer furnishes the list and answers with the application and satisfies the assessing authority or authority to whom an appeal is made that the taxpayer was unable to furnish the list and answers in the time required. The list and answers are not conclusive upon the assessor or assessors, chief assessor or State Tax Assessor.

The assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory may require the person furnishing the list and answers to all proper inquiries to subscribe under oath to the truth of the list and answers.

I hereby certify that this declaration form, together with any accompanying exhibits or statements has been examined by me and to the best of my knowledge, information and belief sets forth a full, true, and perfect list of all taxable personal property owned by me or in my possession, or under my control, located in the City of Bangor on April 1, 2020 that such property has been reasonably described and its cost fairly represented; and that no attempt has been made to mislead the Assessor as to its age, quality, quantity or cost.

I also understand that this return is subject to audit by the Assessor or an agent acting on his/her behalf.



IF THE ASSESSOR DOES NOT RECEIVE THIS FORM BACK, HE WILL HAVE NO CHOICE BUT TO ESTIMATE THE PERSONAL PROPERTY USED IN YOUR PLACE(S) OF BUSINESS.

Signed: _____

Print Name: _____

Official Title: _____

Email Address: _____

Taxpayer ID#: _____

Person authorized to disclose records: _____

TELEPHONE #: _____

Date: _____

YES NO
I've attached/included the BETE Exemption Application Form



TO



APRIL 1, 2020 ASSESSMENT DATE.
RETURN MUST BE FILED BY
APRIL 16, 2020.

AFTER COMPLETION, PLEASE MAIL THIS FORM TO:
 City of Bangor
 Assessing Department
 73 Harlow Street
 Bangor, ME 04401

 Email Address:
 declarations@bangormaine.gov