

**Bangor, Maine – 04401**

**Personal Property List provided to the Assessor's Office from an electronic file.**

- Column 1 = BETR Reimbursement from the State of Maine. Each row should be marked with an asterisk \* (Only for items that you will be requesting reimbursement from the State of Maine), otherwise leave blank
- Column 2 = CD or Code using the following codes:  
1 = Furniture and Fixtures  
2 = Machinery and Equipment  
3 = Computer  
4 = Leasehold Improvements  
5 = Industrial Machinery and Equipment  
6 = Box Trailers - Over the Road  
7 = Other  
8 = Cable Transmission Line  
9 = Other
- Column 3 = Quantity or Number of Units (use a 1 if the cost column represents the total cost for all items in the description or put in the number of units if the cost column represents the individual cost)
- Column 4 = Description of Asset (all commas need to be removed from the description)
- Column 5 = Month of Purchase (for the month of January please use the number 1)
- Column 6 = Year of Purchase
- Column 7 = SRO (Sound Cost, Replacement Cost or Original Cost)  
S = Sound Cost (will not depreciate)  
R = Current Replacement Cost (will depreciate but uses the current year as year purchased)  
O = Original Cost (will depreciate using original year of purchase)
- Column 8 = Asset Cost in Dollars (This column should be formatted using  
FORMAT > CELLS > CATEGORY:GENERAL)
- Column 9 = BETE Exemption entry should be the Year you are requesting the exemption. For example, to request an exemption for an asset as of April 1, 2020, the row should have the number 2020 in this column. (Only for items that you will be requesting exemption according to the requirements established by the State of Maine), otherwise leave blank

When this file is created and transferred it needs to have the file extension of CSV. For example, the submitted file should be using the City's Account Number followed by the CSV extension – XXXXX.CSV

Under Save As:

- for File Name: use the City of Bangor Account Number
- for Save as Type: use the drop down box and select CSV (Comma Delimited)

Email All Files to [phil.drew@bangormaine.gov](mailto:phil.drew@bangormaine.gov) with subject line as Personal Property Electronic Transfer April 1, 2020. A return email will verify receipt.

For information on BETR and BETE please go to  
<http://www.maine.gov/revenue/propertytax/homepage.html>

**Please review the information in the description column. Please use the find and replace feature to eliminate all commas. You can replace the comma with a dash.**

If the asset number is as important as the asset description, you should merge the data into one column prior to transmitting the file to the City of Bangor.