

**TOWN OF STANDISH MAINE**  
**4-1-2014 BUSINESS PERSONAL PROPERTY DECLARATION**

**What is Business Personal Property:** As defined by 36 M.R.S.A. §601 business personal property includes, but is not limited to, items used in a business such as the following: Furniture, fixtures, manufacturing machinery and equipment, store and office equipment, computer equipment and professional libraries. Self propelled vehicles that are not excised are subject to personal property. Personal Property that has been fully depreciated for income tax purposes still must be reported.

This schedule must be presented to the Assessor on or before **June 01, 2014** Filing of the schedule is required under Maine law Title 36, MRSA § 706. "...upon demand the taxpayers shall 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....**" This form may be used for the Declaration of Personal Property. Data may also be submitted in digital format.

	Please note change of address here:
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Business Name:	Phone:
Owner Name:	Contact Person:
Business Location:	E-mail:
Type of Business:	Website:
Date Business Started:	

Is the real estate owned by this business?  Yes  No If yes, are there any tenants?  Yes  No If Yes, please provide a list.

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

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

Person authorized to disclose records: \_\_\_\_\_ Title: \_\_\_\_\_

**NEW ACCOUNTS: Please complete the enclosed lists or attach an itemized listing. Electronic lists are encouraged**

**EXISTING ACCOUNTS ONLY:** Please complete the reverse side indicating any additions since April 1, 2013. Also, complete the list of Leased Personal Property, if applicable. Include any items formerly leased that were purchased after lease termination. Be sure to note any deletions of personal property listed in prior years that is currently assessed, including terminated leased property assessed to the lessor. A list of your personal property assessment will be provided upon request.

**Check here if there are no additions or deletions since April 1, 2013.**

**How to Have Part or All of Your Taxes Reimbursed:** First, fill out the PERSONAL PROPERTY DECLARATION, making a complete and accurate list of all taxable property, and submit the list to the Assessor by the due date. After your property has been assessed and your taxes are paid, you are then eligible for reimbursement of those taxes paid on qualifying business property. Briefly, here is how the reimbursement program works: In 1996 the State of Maine started the **Business Equipment Tax Reimbursement (BETR)** program. All business equipment placed in service in the State of Maine after April 1, 1995 is eligible for reimbursement. In 1996, office furniture and lighting fixtures were eliminated from the program, but all other business equipment is still eligible. In order to receive the reimbursement you must complete an Assessor Notification (Form 801), have it signed by the Assessor, and present it to the State of Maine with **proof of payment** of taxes on eligible equipment. **Please Note: you cannot receive a reimbursement on business equipment for which you have not paid tax.**

*Questions pertaining to the reimbursement program should be directed to: Maine Revenue Services, Income/Estate Tax Division, P. O. Box 9107, Augusta, ME 04333-9107, Telephone (207) 626-8475. Form requests call: (207) 624-7894.*