

ADDRESS SERVICE REQUESTED

Personal Property Declaration: October 1, 2009

IMPORTANT

All persons who, as of **October 1, 2009**, are conducting any type of business, or who are farmers, or who are owners of non-registered motor vehicle(s), or who are owners of non-Connecticut registered motor vehicle(s), or who are owners of horse(s), must complete and file this Personal Property Declaration no later than **November 2, 2009**.

This is the **required declaration** for the Town of Guilford, Connecticut.

This is your only notification to file by **November 2, 2009**.

Failure to file by **November 2, 2009** will result in a 25% penalty. Failure to sign as required will result in a 25% penalty.

If you have **closed, moved** (out of Guilford) or **sold** this business, please complete the form on page 8.

GENERAL INSTRUCTIONS FOR COMPLETING THIS DECLARATION:

1. Read all the instructions on Page 2.
2. Complete all the appropriate sections of this Declaration.
3. Sign and have your signature, if required, notarized on Page 9.
4. Make a copy of your completed Declaration for your file.
5. Return the entire Declaration to our office on or before **November 2, 2009**.

Direct questions concerning this Declaration to the Assessor's Office: Telephone: 203-453-8010

Office hours: Monday through Friday, 8:30 am to 4:30 pm

Hand-deliver or mail this Declaration to: Assessor's Office, Town of Guilford, 31 Park Street, Guilford, CT 06437-2611

THIS IS A SELF-MAILING FORM (SEE INSTRUCTIONS ON PAGE 11).

INSTRUCTIONS

All sections are **not** applicable to everyone. Read the following and complete **all** relevant sections of this Declaration.

WHO SHOULD FILE THIS FORM? All persons who, as of October 1, **2009**, are:

1. Conducting **any** type of business;
2. Owners of horses;
3. Farmers;
4. Owners of non-registered motor vehicle(s);
5. Owners of non-Connecticut registered motor vehicle(s).

WHAT SHOULD BE DECLARED? All personal property items used (full or part-time) in the conduct of the business (include items donated, given to you or owned prior to starting your business), horses and/or non-registered motor vehicles. See Page 4 for instructions and Pages 4 and 5 for examples of some of the items that must be declared.

HOW DO I COMPLETE THIS FORM?

Everyone must complete the GENERAL INFORMATION Section on page 3 and then:

1. Owners of Non-Connecticut registered motor vehicles, or non-registered motor vehicles must complete #09 on page 4;
2. Owners of horses, ponies and thoroughbreds must complete #11 on page 4;
3. Owners of mobile manufactured home(s), not assessed as real estate, must complete #14 on page 4;
4. All those conducting a business (including farmers) must complete the BUSINESS DATA SECTION on page 3, the Taxable Property Information, pages 4 and 5 and the Lessee's Report on page 7, if you have any leased, borrowed, consigned, stored or rented equipment, in your possession; the Lessor's Report on page 6, if you have leased, consigned, loaned, or rented equipment to another and the Detail Listing of Disposed Assets on page 8, if you disposed of any property declared last year;
5. Lessor's complete the BUSINESS DATA SECTION on page 3, the Taxable Property Information on pages 4 and 5 and the Lessor's Report on page 6.

IS A SIGNATURE REQUIRED? All Declarations must be signed and/or notarized on page 9. All signatures except sole proprietors and simple partnership signatures must be notarized. Agents, employees, officers or owners signing for a corporation, LLC, LP, LLP or PC must have the Declaration properly sworn to and notarized; or if a corporation, provide a statement bearing the corporate seal and signed by the corporate secretary setting out the office held by the signer of the Declaration and the dates such office was held. If you are uncertain as to whether your declaration must be notarized, have it notarized. Penalties will be applied.

WHEN DOES THIS FORM HAVE TO BE FILED? The Declaration must be filed annually on or before **November 2, 2009**. The Declaration must either be hand-delivered, by 4:30 pm, to the Assessor's Office on or before **November 2, 2009** or have a U.S. postmark on or before **November 2, 2009**. See Penalties. All Declarations must be signed and/or notarized on page 9.

ARE THERE PENALTIES? When a Declaration is not signed and/or notarized, a 25% penalty is applied to the total assessment. When Declarations are filed after **November 2, 2009** and an extension has not been granted, a 25% penalty is applied to the total assessment. Mailed Declarations must have a U.S. postmark of **November 2, 2009** or before. When an extension is granted and the Declaration is not filed by the extension deadline, a 25% penalty is applied to the total assessment. When omitted property is discovered, the 25% penalty is applied to the difference in the assessed value as determined by the results of the discovery and the assessment as determined by the originally filed declaration. Declarations filed with "same as last year" are insufficient and shall be considered an incomplete declaration subject to a 25% penalty. A Declaration not filed shall result in a value determined by the Assessor plus a 25% penalty will be applied to the total assessment.

NOT IN BUSINESS? If, as of October 1, **2009**, you closed, moved (out of Guilford), or sold the business noted on page 1, you must complete the form on page 8 and provide documentation as to the new owner, the date the business ceased or your new address. Otherwise, the Assessor must assume that you still own taxable personal property and have only failed to declare it. Examples of documentation: bill of sale, Letter of Dissolution, letter from your bank noting the date the account was closed, shipping invoices etc.

ANY EXEMPTIONS? On page 10 check the box next to the exemption(s) you are claiming. Some exemptions require an additional application in order to receive that exemption. Request the form number (if any, as shown on page 10) from the Assessor's Office and file same. The extension to file the Declaration, if granted, does not apply to all required exemption applications. Check with the Assessor's Office. Failure to timely file for an exemption shall be considered a waiver of one's right to that exemption.

ANY EXTENSION? The Assessor **may** grant a filing extension for good cause. If an extension is needed, contact the Assessor in writing prior to **November 2, 2009** stating the reason for the extension. The decision to grant an extension is the sole responsibility of the Assessor. There is no appeal.

AN AUDIT? The Assessor is authorized to audit Declarations, within 3 years of the date of the required filing. Substantial penalties are applicable if such an audit reveals property not declared as required by law.

AN EXAMPLE OF HOW TO COMPLETE THE TABLES ON PAGES 4 AND 5

How Should the Following Be Declared?	16. Furniture, Fixtures and Equipment			
	Acquired	Original Cost	% Good	Depreciated Value
<p>June 13, 2003 you bought a desk for \$310 and a chair for \$85. November 14, 2003 you buy a display rack for \$400. A filing cabinet you bought about 10 years ago for \$100 for personal use is now being used in your business. February 2, 2006 a friend gives you a bookcase which you believe is worth \$50. September 30, 2007 you buy a table for \$150.</p> <p style="text-align: center;">See The Table To The Right For The Answer</p>	10-2-2008 to 10-1-2009		95%	
	10-2-2007 to 10-1-2008		90%	
	10-2-2006 to 10-1-2007	150	80%	120.00
	10-2-2005 to 10-1-2006	50	70%	35.00
	10-2-2004 to 10-1-2005		60%	
	10-2-2003 to 10-1-2004	400	50%	200.00
	10-2-2002 to 10-1-2003	395	40%	158.00
	10-1-2002 AND BEFORE	100	30%	30.00
	Total	1,095	Total	543.00

GENERAL INFORMATION

1. Legal Name of the Business _____
NOTE: A trade name is **not** a legal name.
2. DBA(S) [i.e., trade name(s)] _____
3. Street location(s) in Guilford [**including** street number(s)] _____
4. Mailing Address _____
STREET NAME AND NUMBER, or PO BOX NUMBER CITY or TOWN STATE ZIP CODE

BUSINESS DATA

DIRECT QUESTIONS TO:

LOCATION OF ACCOUNTING RECORDS:

5. Person's Name _____
6. Company's Name _____
7. Address _____
8. City/State/Zip _____
9. Telephone / Fax () / () () / ()
10. Description of Business _____
11. How many employees work in Guilford only? _____ Date your business began in Guilford? _____
12. How many square feet does your firm occupy at your location(s) in Guilford? Own _____ Lease _____
13. Ownership, check only one: Sole Owner (Simple) Partnership Inc PC LLC LP LLP Type "S" Corp Other (Explain): _____
14. Type of Business: Lessor Manufacturer Professional Retail/Mercantile Service Tradesman Wholesaler Other (Describe): _____
15. In the last 12 months was any of the property included in this declaration located in another Connecticut town for at least 3 months?
 No Yes If yes, then please list on page 12 by specific months, code, cost, and location(s)
16. Are there any other businesses that are operating from **your office, your home, your place of business or address** here in Guilford?
 No Yes If yes, please list the name(s) and mailing address(es) below: _____
17. If you answered "Yes" to Question 16, is the personal property of the business(es) you listed above included in this declaration?
 Yes No If no, please explain below: _____

QUESTIONS: CALL THE ASSESSOR'S OFFICE AT 203-453-8010

FAILURE TO FILE BY NOVEMBER 2, 2009 WILL RESULT IN A 25% PENALTY

TAXABLE PROPERTY INFORMATION

Your cost information is **confidential and not open to public inspection**.

The original acquisition cost should include any additional charges for transportation and installation.

The original acquisition cost less the standard depreciation (as shown on Page 4 and Page 5) will determine the depreciated cost.

The total depreciated cost times 70% will determine the gross assessment for that particular category of personal property.

Include all assets that may have been fully depreciated, written off, or charged to expensed but are still owned.

Computerized filings are acceptable as long as all the information is reported in this prescribed format.

If more space is needed, then attach additional pages to this Form or use Page 12.

09	MOTOR VEHICLES (NON-REGISTERED) Examples: campers, RV's, snowmobiles, trucks, passenger cars, tractors, off-road construction vehicles, etc even if not capable of being used and any vehicle garaged in Connecticut but registered in another state, or any vehicle not registered at all. If you are a farmer eligible for exemption under Section 12-91 CGS, then list tractors in code 17 and complete the M-28 Form on page 10.	Year	Make	Model	ID Number	Length/Width	Purchase Date/Price	Value

10	MANUFACTURERS ONLY	Manufacturing machinery & equipment: Complete the Supplemental Form in the center of this Declaration.
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11	HORSES AND PONIES ONLY Eligible farmer, then complete the M-28 Form on page 10.	Breed	Age	Registered	Sex	Breeding/Show/Pleasure/Racing	Value

12	COMMERCIAL FISHERMEN ONLY All fishing apparatus actually and exclusively used in a commercial fishing operation. Examples: fishing poles, nets lobster pots, fish finders, etc. Do not include the vessel.	Acquired From	Original Cost	Percent Good	Depreciated Cost
		10-02-2008 to 10-01-2009		95%	
		10-02-2007 to 10-01-2008		90%	
		10-02-2006 to 10-01-2007		80%	
		10-02-2005 to 10-01-2006		70%	
		10-02-2004 to 10-01-2005		60%	
		10-02-2003 to 10-01-2004		50%	
		10-02-2002 to 10-01-2003		40%	
		10-01-2002 and Before		30%	
Total			Total		

13	MANUFACTURERS ONLY	Newly acquired manufacturing machinery & equipment: Complete the Supplemental Form and the M-65 Form in the center of this Declaration.
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14	MOBILE MANUFACTURED HOMES Only if not assessed as real estate.	Year	Make	Model	Bdrms/Baths	Length	Purchase Date/Price	Value

15a	MANUFACTURERS ONLY	Manufacturing machinery & equipment: Complete the Supplemental Form in the center of this Declaration.
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15b	MANUFACTURERS ONLY	Biotechnology machinery & equipment: Complete the Supplemental Form in the center of this Declaration.
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16	FURNITURE, FIXTURES & EQUIPMENT Examples: desks, chairs, tables, file cabinets, typewriters, calculators, copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machines, postage meters, cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitchen equipment, etc.	Acquired From	Original Cost	Percent Good	Depreciated Value
		10-02-2008 to 10-01-2009		95%	
		10-02-2007 to 10-01-2008		90%	
		10-02-2006 to 10-01-2007		80%	
		10-02-2005 to 10-01-2006		70%	
		10-02-2004 to 10-01-2005		60%	
		10-02-2003 to 10-01-2004		50%	
		10-02-2002 to 10-01-2003		40%	
		10-01-2002 and Before		30%	
Total			Total		

17	FARMERS ONLY Farm machinery actually and exclusively used in the operation of a farm. Examples: tractors, harrows, bush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, dozers, backhoes, hydroponic farm equipment or aquaculture equipment, etc.	Acquired From	Original Cost	Percent Good	Depreciated Value
		10-02-2008 to 10-01-2009		95%	
		10-02-2007 to 10-01-2008		90%	
		10-02-2006 to 10-01-2007		80%	
		10-02-2005 to 10-01-2006		70%	
		10-02-2004 to 10-01-2005		60%	
		10-02-2003 to 10-01-2004		50%	
		10-02-2002 to 10-01-2003		40%	
		10-01-2002 and Before		30%	
Total			Total		

Acquired From	Original Cost	Percent Good	Depreciated Cost	FARMERS ONLY	18	
10-02-2008 to 10-01-2009		95%				Farm tools actually and exclusively used in the operation of a farm. Examples: rakes, pitch forks, shovels, hoses, brooms, etc.
10-02-2007 to 10-01-2008		90%				
10-02-2006 to 10-01-2007		80%				
10-02-2005 to 10-01-2006		70%				
10-02-2004 to 10-01-2005		60%				
10-02-2003 to 10-01-2004		50%				
10-02-2002 to 10-01-2003		40%				
10-01-2002 and Before		30%				
Total		Total				

Acquired From	Original Cost	Percent Good	Depreciated Cost	AUTOMOTIVE MECHANICS ONLY	19	
10-02-2008 to 10-01-2009		95%				Mechanics tools actually and exclusively used in the automotive trade. Examples: wrenches, air hammers, jacks, sockets, etc. Do not include carpenter tools.
10-02-2007 to 10-01-2008		90%				
10-02-2006 to 10-01-2007		80%				
10-02-2005 to 10-01-2006		70%				
10-02-2004 to 10-01-2005		60%				
10-02-2003 to 10-01-2004		50%				
10-02-2002 to 10-01-2003		40%				
10-01-2002 and Before		30%				
Total		Total				

Acquired From	Original Cost	Percent Good	Depreciated Cost	COMPUTERS ONLY	20	
10-02-2008 to 10-01-2009		95%				Examples: computers, printers, peripheral computer equipment and any computer based equipment acting as a computer as defined under Section 168 of the IRS Code of 1986. Bundled software is taxable and must be included.
10-02-2007 to 10-01-2008		80%				
10-02-2006 to 10-01-2007		60%				
10-02-2005 to 10-01-2006		40%				
10-01-2005 and Before		20%				
Total		Total				

Acquired From	Original Cost	Percent Good	Depreciated Cost	TELECOMMUNICATION COMPANIES ONLY	21	
10-02-2008 to 10-01-2009		95%				Not for companies regulated under 12-80a CGS and excludes furniture, fixtures, computers, antennas, cables, batteries, or any other equipment not deemed technologically advanced by the Assessor.
10-02-2007 to 10-01-2008		80%				
10-02-2006 to 10-01-2007		60%				
10-02-2005 to 10-01-2006		40%				
10-01-2005 and Before		20%				
Total		Total				

Acquired From	Original Cost	Percent Good	Depreciated Cost	UTILITY COMPANIES ONLY	22	
10-02-2008 to 10-01-2009		95%				Examples: cables, conduits, pipes, poles, towers, underground mains, wires, etc., of gas, heating, telephone companies, water and water power companies. Include items annexed to the ground (e.g., hydraulic car lifts, gasoline holding tanks, pumps, truck scales, etc.), as well as property used for the purpose of creating or furnishing a supply of water (e.g., pumping stations). If you are a DPUC regulated utility, check this box <input type="checkbox"/>
10-02-2007 to 10-01-2008		90%				
10-02-2006 to 10-01-2007		80%				
10-02-2005 to 10-01-2006		70%				
10-02-2004 to 10-01-2005		60%				
10-02-2003 to 10-01-2004		50%				
10-02-2002 to 10-01-2003		40%				
10-01-2002 and Before		30%				
Total		Total				

Acquired From	a. Total Expended	b. # of Months	c. Average Monthly	EXPENSED SUPPLIES	23
10-02-2008 to 10-01-2009					

Acquired From	Original Cost	Percent Good	Depreciated Cost	ALL OTHER TAXABLE PERSONAL PROPERTY	24a	
10-02-2008 to 10-01-2009		95%				All other goods, chattels, effects or taxable personal property, <u>except</u> video tapes, not previously mentioned or which does not fit into any of the other categories. Examples: machinery, equipment, vending machines, pinball machines, video games, signs, billboards, coffee makers, water coolers, leasehold improvements (i.e., improvements made by the lessee), carpenter's tools, landscape equipment, etc. List briefly: _____
10-02-2007 to 10-01-2008		90%				
10-02-2006 to 10-01-2007		80%				
10-02-2005 to 10-01-2006		70%				
10-02-2004 to 10-01-2005		60%				
10-02-2003 to 10-01-2004		50%				
10-02-2002 to 10-01-2003		40%				
10-01-2002 and Before		30%				
Total		Total				

Acquired From	Original Cost	Percent Good	Depreciated Cost	VIDEO TAPES ONLY	24b	
10-02-2008 to 10-01-2009		95%				Average number of video tapes on hand _____
10-02-2007 to 10-01-2008		80%				
10-02-2006 to 10-01-2007		60%				
10-02-2005 to 10-01-2006		40%				
10-02-2004 to 10-01-2005		20%				
Total		Total				

LESSOR'S REPORT

Lessor: One who leases property to another but for purposes of this report, also include all items leased, rented, consigned or loaned to another.

IN ORDER TO AVOID A DUPLICATION OF ASSESSMENTS RELATED TO LEASED PROPERTY, THE FOLLOWING MUST BE COMPLETED.

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Computerized filings are acceptable only if all the requested information is reported in this format.

	Lessee #1	Lessee #2	Lessee #3
Name of Lessee			
Lessee's address			
Physical location of equipment			
Full equipment description			
Is equipment self manufactured			
Acquisition date			
Current commercial list price new			
Has this lease ever been purchased, assumed or assigned?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, specify from whom			
Date of such purchase, etc.			
If original asset cost was changed by this transaction, give details.			
Type of lease	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale
Lease Term: Begin and end dates			
Monthly contract rent			
Monthly maintenance costs if included in monthly payment above			
Is equipment declared on either the Lessor's or the Lessee's new manufacturing exemption application (M65)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>

Assessor's Notes:

LESSEE'S REPORT

Lessee: One who leases from another person or company but for purposes of this report, also include all items leased, borrowed, consigned, loaned, rented, stored or any item(s) in your possession not owned by you.

Pursuant to §12-57a C.G.S., all items leased, borrowed, consigned, loaned, rented, stored or any items in your possession **not owned** by you, must be listed below. Failure to declare, in the form and manner as herein prescribed, shall result in the assumption that such property in the lessee's possession is owned by the lessee, who shall be liable for taxes and penalties. Property that you do not lease but which may be in your possession and must be reported may include (but is not limited to) dumpsters, gas/propane tanks, vending machines, water coolers, coffee machines, display stands or cases, display coolers, refrigerators, ATM's, photocopiers etc.

COPY AND ATTACH ADDITIONAL SHEETS IF NECESSARY

IMPORTANT If the cost of **any** equipment listed below is declared on page 4 or 5, then the "On Page 4 or 5" column below **must be completed.**



Lease Number	Leasing Company and/or Owner's Name AND MAILING ADDRESS	Item Description/ Model No.	Serial #	Year of Mfg.	Capital Lease (Yes/No)	Lease Term Beg/End	Monthly Rent	Original Cost	On Page 4 or 5	
									Table #	Year Included

PLEASE ANSWER THE FOLLOWING LEASED PROPERTY QUESTIONS:

- Yes No**
1. Did you dispose of any leased items that were in your possession as of last October 1?
If yes, enter a description and the date disposed on Page 12.
2. Did you acquire any leased items that were in your possession as of last October 1?
If yes, indicate previous lessor, item(s) and date(s) acquired on Page 12.

AFFIDAVIT OF BUSINESS CLOSING OR MOVED (OUT OF GUILFORD) OR SOLD

If as of October 1, 2009 you have closed, moved (out of Guilford) or sold the business noted on page 1, then you must complete, sign and return this affidavit with **supporting documentation** to the Assessor's Office no later than November 2, 2009. **See Page 2 for information.**

I _____ of _____ at _____
Business owners name Business name (if applicable) Street location of business name shown

With regards to said business I do so certify that on _____ said business was (Please check one):

SOLD TO: _____
Print Name Print Address (including street number, town or city, state and zip code)

TERMINATED **IF CLOSED, MOVED (OUT OF GUILFORD) OR SOLD, PLEASE ATTACH PROOF: SEE PAGE 2**

MOVED TO: _____
Street Name and Number Town or City State Zip Code

The maker of a false affidavit/statement shall be subject to such fines, penalties and/or imprisonment as provided by law.

Signature Print Name Date Signed

DETAIL LISTING OF DISPOSED ASSETS

If you disposed of, sold or transferred a portion of the property included in last year's filing, then complete the following.

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED.

Date Removed	Description of the Item	Date Acquired	Acquisition Cost

RECONCILIATION OF FIXED ASSETS *

1. Assets declared last October 1, 2008 _____

2. Assets disposed of since last October 1, 2008 ** _____
** COMPLETE THE DETAIL LISTING OF DISPOSED ASSETS ABOVE

3. Assets added since last October 1, 2008 _____

4. Assets declared this year October 1, 2009* _____

Amount of equipment expensed last year _____

Capitalization Threshold _____
DOLLAR AMOUNT AT WHICH AN EXPENDITURE IS POSTED AS AN ASSET INSTEAD OF AN EXPENSE.

* LINE 1 MINUS LINE 2 PLUS LINE 3 EQUALS LINE 4

Town of Guilford Personal Property Declaration Forms for October 1, 2009

TO BE FILED NO LATER THAN NOVEMBER 2, 2009

Total Depreciated Values <small>From page 4, 5 or Supplemental</small>	Property Codes and Descriptions			ASSESSOR'S USE ONLY
.00	#09	Non-registered or Non-Connecticut Registered Motor Vehicles	#09	
.00	#10	Manufacturing Machinery & Manufacturing Equipment	#10	
.00	#11	Horses and Ponies	#11	
.00	#12	Commercial Fishing Apparatus	#12	
.00	#13	Newly Acquired Manufacturing Machinery & Manufacturing Equipment	#13	
.00	#14	Mobile Manufactured Homes	#14	
.00	#15	Manufacturing Machinery/Equipment #15a #15b	#15	
.00	#16	Furniture, Fixtures and Equipment	#16	
.00	#17	Farm Machinery	#17	
.00	#18	Farming Tools	#18	
.00	#19	Mechanics Tools	#19	
.00	#20	Computers	#20	
.00	#21	Telecommunications Equipment	#21	
.00	#22	Cables, Conduits, Pipes, Poles, Towers, Underground Mains, Wires, etc.,	#22	
.00	#23	Expensed Supplies	#23	
.00	#24	All Other #24a #24b	#24	
.00	Sub Total of all codes #09 through #24 above		Sub Total	

ASSESSOR'S USE ONLY			
Penalty (List Reason):			+ Penalty (25% Of Sub Total)
			= Total Gross Assessment
Exemption(s):			- Total of All Exemptions
			= Total Net Assessment

THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED

Read the instructions on page 2, Signature

I DO HEREBY declare under penalty of false statement that the foregoing list, according to the best of my knowledge, remembrance and belief, is a true statement of all my property liable to taxation. I also declare under penalty of false statement that I have not conveyed or temporarily disposed of any estate for the purpose of evading the laws relating to the assessment and collection of taxes (§ 12-49 C.G.S.).

I DO HEREBY declare under oath that I have been duly appointed as agent for the owner of the personal property listed in this Declaration and that I have full authority and sufficient knowledge to file a proper declaration for him in accordance with the provisions of § 12-50 C.G.S.

***** IMPORTANT *****

**ALL SIGNATURES (EXCEPT SOLE PROPRIETOR'S OR SIMPLE PARTNER'S) MUST BE NOTARIZED
IF NOT NOTARIZED, A 25% PENALTY WILL BE APPLIED (SEE PAGE 2, SIGNATURE)**

***** IMPORTANT *****

_____ Signature _____ Print Name _____ Dated

Subscribed and sworn to before me: _____ Notary Public or Town Clerk or Assessor or Assessor's Office Staff Member _____ Dated

CHECK THE BOX NEXT TO ANY EXEMPTION YOU ARE CLAIMING

Failure to timely file for an exemption shall be considered a waiver of one's right to that exemption.

THE ASSESSMENT EXEMPTIONS BELOW DO NOT REQUIRE A SEPARATE APPLICATION.	Code	Exemption
<input type="checkbox"/> Mechanic's Tools (For automotive mechanics only); Code #19 on page 5; Up to \$350	JAA	
<input type="checkbox"/> Commercial Fishing Apparatus (For commercial fisherman only); Code #12 on page 4; Up to \$350	MPA	
<input type="checkbox"/> Horses/Ponies (For non-farm use only); Code #11 on page 4; Up to \$1000 per animal	IGA	
<input type="checkbox"/> Farming Tools (For farmers only); Code #18 on page 5; Up to \$350	IFA	
ALL OF THE ASSESSMENT EXEMPTIONS BELOW REQUIRE A SEPARATE APPLICATION AND/OR CERTIFICATE TO BE FILED WITH THE ASSESSOR BY NOVEMBER 2, 2009.	Code	Exemption
<input type="checkbox"/> Water/Air Pollution Control Equipment Application and a copy of the CT DEP Certificate 117 and/or 124	H	
<input type="checkbox"/> Personal Property for Tax Exempt Organizations; Tax Exempt Application	K	
<input type="checkbox"/> Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone; M-55 Application	G	
<input type="checkbox"/> New Manufacturing Machinery/Equipment; Code #13 on Supplemental Form and M-65 Application	NAB	
<input type="checkbox"/> Manufacturing Machinery and Manufacturing Equipment; Code #15a and #15b on Supplemental Form	R	
THE ASSESSMENT EXEMPTION BELOW REQUIRES A SEPARATE NOTARIZED APPLICATION TO BE FILED WITH THE ASSESSOR BY NOVEMBER 2, 2009.	Code	Exemption
<input type="checkbox"/> Farm Machinery; Code # 17 on page 4; M-28 Application (See below); Up to \$170,000	IEA	

THE M-28 FORM BELOW MUST BE FILED NO LATER THAN NOVEMBER 2, 2009.

Failure to timely file for an exemption shall be considered a waiver of one's right to that exemption.

M-28 Revised August 98 Approved by Commissioner of Agriculture	FARM MACHINERY, HORSES OR PONIES
This application for exemption on all farm machinery, except motor vehicles as defined in Section 14-1, to the value of \$100,000, ponies or horses which are actually and exclusively used in farming, within the provisions of Section 12-91 of the General Statutes as amended must be filed ANNUALLY by October 31st with the assessor or board of assessors of the municipality in which the property is located. Failure to file this application within the time limit prescribed shall be considered a waiver of the right to such exemption for the assessment year.	
Have you filed, or do you intend to file, any application for exemption as provided under the above statute, in this or any other town or city, as trustee, as an individual farmer, or as a member of a group of farmers, partnership or family corporation, other than under the ownership contained in this application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you derive at least \$15,000 in gross sales, or did you incur at least \$15,000 in expenses related to such farming operation during the previous calendar year?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are the horses and ponies, and/or farm machinery kept within the State of Connecticut?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, list town(s):	
I DO HEREBY declare in accordance with § 12-91 of the Connecticut General Statutes under penalty of perjury that the statements herein made by me are true according to the best of my knowledge and belief.	
Date:	Signed: (owner(s) or trustee(s)) X
Subscribed and Sworn to before me:	X
Date:	<i>My commission expires:</i>

THE M-28 FORM ABOVE MUST BE FILED NO LATER THAN NOVEMBER 2, 2009.

Failure to timely file for an exemption shall be considered a waiver of one's right to that exemption.

FROM:

PLACE
FIRST CLASS
POSTAGE
HERE

**TOWN OF GUILFORD
TOWN HALL: ASSESSOR'S OFFICE
31 PARK STREET
GUILFORD, CT 06437-2611**

RETURN MAILING INSTRUCTIONS

1. Properly sign page 9 (or 8, if appropriate) (**PENALTIES APPLY; SEE PAGE 2**).
2. Make a copy of your completed declaration.
3. Complete the return address (above).
4. Fold this page back so that page 12 faces page 1.
5. Fold the entire Declaration in half.
6. Seal the open ends of this Declaration (Do **not** staple; use tape).
7. Place correct first class postage where indicated.
8. Mail on or before **November 2, 2009**. (**PENALTIES APPLY; SEE PAGE 2**).

PLEASE REFERENCE YOUR INFORMATION BY THE PAGE NUMBER AND QUESTION THAT YOU ARE ANSWERING.