Town of West Hartford Assessor's Office 50 South Main Street West Hartford, CT 06107-2431

Return Service Requested

West Hartford, Connecticut 2014 Declaration of Personal Property

Filing Requirement – This declaration must be filed with the Assessor of the town where the personal property is located. Declarations of personal property shall be made annually.

If you no longer own the above noted business or personal property assessed in your name last year, you do not need to complete this declaration. You must, however, return this declaration to the Assessor and provide information related to the name of the new owner of the property or the date your business ceased or to where you moved the business (see Affidavit below). Otherwise, the Assessor must assume that you are still operating the business and still own and have failed to declare your taxable personal property.

	AFFIDAVIT OF BUSIN	ESS TERMINATION OR MOV	/E OR SALE OF BUSINESS OR PROPERTY	
Business or propert	of _	Business Name (if applicable)	at Street location in West Hartford	
With regards to said business or property		do so certify that on	Said business or property was (indicate which one b	y circling):
		Date		
SOLD TO:				
	Name		Address	
MOVED TO:				
	City/Town and State to where	business or property was moved	Address	
TERMINATED:	Attach Bill of Sale	or Letter of dissolution to this	form and return it with this affidavit to the Assessor's of	fice
The sign	ner is made aware that the	penalty for making a false affida	avit is a \$500.00 fine or imprisonment for one year or both.	
_		-	•	
				
Signature			Print name	

Penalty for late filing – Failure to file timely will result in a penalty equal to 25% of the assessment of the personal property. This declaration must be filed or postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) no later than:

Monday, November 3, 2014

West Hartford Assessor's Office closes at 4:30 P.M. Monday Thru Wednesday, 7:00 P.M. Thursday, Fridays Closed

PLEASE DO NOT SEPARATE THIS FORM

Before Filing Make Copies of Completed Declaration for Your Records

INSTRUCTIONS

As per CGS 12-63, the Assessor must determine the "present true and actual value" and in determining such value may use the accepted methods of comparable sales, cost less depreciation and income capitalization.

Not all sections are applicable to every business. Please read the following instructions and complete all relevant sections.

Who Should File --

All owners of taxable personal property.

Declaration -

- 1. Owners of:
 - a. Non-Connecticut registered motor vehicles
 - b. Horses, ponies and thoroughbreds
 - c. Mobile manufactured home -not assessed as real estate
- 2. Businesses, occupations, farmers, and professionals need to complete: (Commercial and cost information is not open to public inspection)
 - Business Data (page 3).
 - Lessee's Listing Report (page 4).
 - Disposal, Sale or Transfer of Property Report (page 4)
 - Taxable Property Information (pages 5-7).
 - Sign the Declaration of Personal Property Affidavit on page 8.
- 3. **Lessors** need to complete: (Commercial and cost information is not open to public inspection)
 - Business Data (page 3).
 - Lessor's Listing Report (page 3)
 - Disposal, Sale or Transfer of Property Report (page 4)
 - Taxable Property Information (pages 5-7).
 - Sign the Declaration of Personal Property Affidavit on page 8.

Filing Requirements -

- The Personal Property Declaration must be filed annually on or before November 1 (or the Monday following if November 1 falls on Saturday or Sunday) (CGS §12-42).
- A Personal Property Declaration not filed will result in a value determined by the Assessor from the best available information (CGS §12-53b).
- Declarations filed with "same as last year" are INSUFFICIENT and shall be considered an incomplete declaration.
- Manufacturing machinery and equipment or biotechnology machinery and equipment eligible for exemption under CGS 12-81 (72) & (76) were previously declared under Codes 13 & 15. Those items are declared under Code 13 for all years.

Penalty of 25% is Applied -

- When no declaration is filed or a declaration is not signed, a 25% penalty is applied to the assessment. [See 2. under Filing Requirements.]
- When declarations are submitted after November 1 [See 1. under Filing Requirements] and an extension has **NOT** been granted (see Extensions) a 25% penalty is applied to the assessment. Returns mailed in must have a postmark (as

- defined in C.G.S. Sec 1-2a) of November 1 [See 1. under Filing Requirements.] or before.
- When an extension is granted (see Extensions) and the declaration is not filed by the extension deadline, a 25% penalty is applied to the assessment.
- 4. 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.

Exemptions-

- On page 7, check the box adjacent to the exemption you are claiming.
- Note that several exemptions require an additional application in order to receive that exemption. Please request the form number noted from the Assessor's Office. The Manufacturers Machinery & Equipment Exemption Claim form & its itemized lists for Code 13 property may be requested if not included with this declaration.
- 3. The extension to file the Personal Property Declaration, if granted, may not apply to all required exemption applications and may require a late filing fee. Check with the Assessor.

Signature Required -

- 1. The owners shall sign the declaration (page 8).
- 2. The owner's agent may sign the declaration. In which case the declaration must be duly sworn to or notarized.
- Corporate officers signing for their corporations must have the returns properly sworn to or notarized; or provide the Assessor with a statement bearing the corporate seal and signed by the corporate secretary setting out the office held by the signer of the declaration and dates office held.

Extension -

The Assessor may grant a filing extension *for good cause* (CGS §12-42). If a request for an extension is needed, you need to contact the Assessor in writing by **November 1** [See 1. under Filing Requirements].

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 (CGS §12-53).

Before Filing
Make Copies of Completed Declaration
for Your Records

Example of how to complete the tables on pages 5 and 6

How should the following be declared?

June 2012, you bought a desk for \$300 and a chair for \$80. In October 2012 you buy a display rack for \$400. You have a filing cabinet you bought 10 years ago for \$100 that is being used in your business. A friend gave you a used bookcase, in February 2014, which you believe, is worth \$50.

See the table to the right for the answer.

#16 - Fur	niture, fixtures and equi		
Year	Original cost, trans-	%	
Ending	portation & installation	Good	Depreciated Value
10-1-14	50	95%	48
10-1-13	400	90%	360
10-1-12	380	80%	304
10-1-11		70%	
10-1-10		60%	
10-1-09		50%	
10-1-08		40%	
Prior Yrs	100	30%	30
Total	930	Total	742

Use Only

#16

Assessor's

2014 PERSONAL PROPERTY DECLARATION Commercial and financial information is not open to public inspection

· · · · · · · · · · · · · · · · · · ·		Doguiro	ssessment date d return date No	,	
DBA:					
Location (street & number)	 				
	cupations, professions, farmers, lessors Answe			plicable.	
·	ns concerning return to -	2. Location of accounting	records -		
City/State/Zip			,		
Phone / Fax ()	<u> </u>		/		
3. Description of Business					
4. How many employees work in	your facilities in this town only?				
5. Date your business began in t					
6. How many square feet does y	our firm occupy at your location(s) in t	his town?	Sq. ft.	Own 🗌 Le	ase 🗌
7. Type of ownership: Corp	oration	$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	be		
8. Type of business: Manu	ufacturer 🗌 Wholesale 🗌 Service	□ Profession □ Retail/Mercant	ile 🗌 Tradesma	n 🗌 Lesso	r
☐ Othe	er-Describe	IRS Business Activi	ity Code		
O In the last 12 menths was any	of the property included in this declar	ation located in another Connecticut	+ tours	Yes	No
	of the property included in this declar- identify by specific months, code, cost		town	П	П
, , , , , , , , , , , , , , , , , , , ,	, ., ., ., .,	,			
10. Are there any other business If yes give name and mailing	operations that are operating from you address.	ur address here in this town?			
44 De veu euro tenerible nemenale	I was now to that in language or as positive of	to others in this town?			
If yes, complete Lessor's Lis	I property that is leased or consigned to the consigned to the content of the con	to others in this town?		П	
12. Did you have in your possess	ion on October 1 st any borrowed, cons	signed, stored or rented property?			
If yes, complete Lessee's Lis	iting Report (page 4)				
Lessors: (Please note that property u	In order to avoid duplication of assessment and a same a same and a same and a same a same and a same				
information is reported in prescribed f	ormat. Lessee #1	Lessee #2	Les	see #3	
Name of Lessee	Lessee #1	Lessee #2	Les	<u>500 #3</u>	
Lessee's address					
Physical location of equipment	_				
, , ,					
Full equipment description	Vee D. Ne D	V D N- D	V 5		
Is equipment self manufactured?	Yes No	Yes No No	Yes [□ No □	
Acquisition date					
Current commercial list price new					
Has this lease ever been purchased, assumed or assigned?	Yes □ No □	Yes □ No □	Yes [_ No	
If yes, specify from whom					
Date of such purchase, etc.					
If original asset cost was changed by this transaction, give details.					
Type of lease	□Operating □Capital □Conditional Sale	□Operating □Capital □Conditional Sale	□Operating □Cap	ital Condition	nal Sale
Lease Term – Begin and end dates					
Monthly contract rent					
Monthly maintenance costs if included	E				
in monthly payment above Is equipment declared on the Lessor's or the Lessee's manufacturing exemption application?	S Yes Lessor Lessee	Yes Lessor Lessee	Yes ☐ Lesso	r □ Less	see 🗌

List or Account#	:			Assessme	ent date October 1, 2014
Owner's Name:				Required return	date November 3, 2014
herein prescribed, sl	by you but i hall result in	ORT Pursuant to Connecticut General S n your possession as of the assessment da the presumption of ownership and subseq ed includes (but is not limited to) dumpsters	ate must be included on this form. Juent tax liability plus penalties.	Failure to declare, in roperty you do not lea	the form and manner as ase that may be in your
Yes No Did you yes, en	dispose of ter a descrip	any leased items that were in your possess otion of the property and the date of disposi	sion on October 1, 2013? If ition in the space to the right.		
☐☐☐ If yes, ii	ndicate prev	y of the leased items that were in your possious lessor, item(s) and date(s) acquired in	the space to the right.		
□ □ Is the cost in t	ost of any of	f the equipment listed below declared anyw tion Cost' row.	here else on this declaration? If y	es, note year in the '	Year Included' row and list
COSt III	IIIC Addusti	Lease #1	Lease #2		Lease #3
Name of Lessor					
Lessor's address					
Phone Number					
Lease Number					
Item description / Model #					
Serial #					
Year of manufacture					
Capital Lease		Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐
Lease Term – Beginning/End					
Monthly rent					
Acquisition Cost					
Year Included					
Disposal, sale or tran Listing Of Disposed A to complete this decl	nsfer of prop Assets Repo aration. Yo F BUSINESS	ANSFER OF PROPERTY REPORT perty – If you disposed of, sold, or transferr port And Reconciliation Of Fixed Assets on p u must, however, return to the Assessor thi found in this return. DO NOT INCLUDE D AILED LISTING OF DISPOSED ASS Description o	page 6. If you no longer own the base is declaration along with the comp ISPOSALS IN TAXABLE PROPE SETS COPY AND ATTACH ADDITI	ousiness noted on the plete AFFIDAVIT OF BU RTY REPORTING SE	e cover sheet you do not need usiness Closing or Move of ECTION. DED
	-				
	-				
	 				

TAXABLE PROPERTY INFORMATION

- 1) All data reported should be:
 - Actual acquisition costs including any additional charges for transportation and installation by year for each type of property described. These costs, less the standard depreciation as shown on the form will determine the net depreciated value.
 - b) Include all assets that may have been fully depreciated, written off, or charged to expense but are still owned. Do not include disposed assets. All data reported should be:
- Reports are to be filed on an assessment year basis of October 1.
 Acquisitions between October 2 and December 31 apply to the new year. (i.e. acquisition made October 30, 2013 is reported in the year ending October 1, 2014).
- Computerized filings are acceptable as long as all information is reported in prescribed format.
- 4) Do not include disposed assets. Disposals are used to reconcile last year's reporting with this year's reporting.

List or Acco	unt#:								Assessmer	nt date C	october 1, 2014
Owner's Na	me:								Required return	date Nov	ember 3, 2014
#9 – Motor Ve	hicles Unregiste	ered mo	tor vehi	cles & vehicles	#10 – Ma	nufac	turing machinery &	& equipn	nent not eligible	1	
garaged in Cor	nnecticut but reg						81 (76) for exemp	1			ssessor's
Voor	VEHICLE 1	VEHI	CLE 2	VEHICLE 3	Year Ending		iginal cost, trans- ation & installation	% Good	Danna data di Valera		Use Only
Year Make					10-1-14	port	ation & installation	95%	Depreciated Value	1	
Model					10-1-14			90%		1	
VIN					10-1-12			80%		†	
Length					10-1-11			70%			
Weight					10-1-10			60%		<u> </u>	
Purchase \$					10-1-09			50%		1	
Date					10-1-08 Prior Yrs			40% 30%		#9	
Value					Total			Total		#10	
#11 – Horses a	and Ponice				Total			rotar		7 7 7	
#11 – noises a	#1	±	‡ 2	#3							
Breed	#1	n	r <u>L</u>	#3							
Registered											
Age											
Sex											
Quality											
Breeding											
Show Pleasure											
Racing											
Value										#11	
	cturing machiner				#14 – Mo	bile M	lanufactured Hom	es if not	currently assessed as	i	
1 ') for exemption -		omplete (exempt claim.	real estat	е		#0	#2		
	ginal cost, trans- tion & installation	% Good	Donn	aciated Value	Year		#1	#2	#3	1	
10-1-14	alon a motaliation	95%	Debr	eciated Value	Make					1	
10-1-13		90%			Model						
10-1-12		80%			ID Numbe	er					
10-1-11		70%			Length						
10-1-10		60%			Width	_					
10-1-09 10-1-08		50% 40%			Bedrooms	S				1	
Prior Yrs		30%			Dallis					#13	
Total		Total			Value					#14	
#16 - Furniture	e, fixtures and eq	uipmen	t		#16b – Ed	quipm	ent - technologica	ally adva	nced		
	ginal cost, trans-	%			Year	i ·	iginal cost, trans-	%			
	tion & installation	Good	Depr	eciated Value	Ending	port	ation & installation	Good	Depreciated Value	<u> </u>	
10-1-14		95%			10-1-14			95%		<u> </u>	
10-1-13		90%			10-1-13			80%		1	
10-1-12 10-1-11		80% 70%			10-1-12 10-1-11			60% 40%		1	
10-1-11		60%			Prior Yrs			20%		†	
10-1-09		50%			Total			Total]	
10-1-08		40%							Code 168, includes		
Prior Yrs		30%							ent, calculators, copy and postage meters		
Total		Total			anu iax	IIIaci	illies, telepriorie s	ysterns a	and postage meters	#16	
#17 – Farm M		1	I								
	ginal cost, trans- tion & installation	% Cood	Donn	naiatad Valua							
Ending porta	MOTI & ITISIAIIALIUII	Good 95%	Depr	eciated Value							
10-1-13		90%									
10-1-12		80%									
10-1-11		70%									
10-1-10		60%									
10-1-09		50%									
10-1-08 Prior Yrs		40% 30%									
Total		Total								#17	
10.01		· otai	l .							11.11	

	s Name:							date November 3, 201
	echanics Tools			# 20 Ele	ectronic data processing	g equipm] [
Year	Original cost, trans-	%			accordance with Sec			
Ending 10-1-14	portation & installation	Good 95%	Depreciated Value	""	Compute			
10-1-13		90%		Year	Original cost, trans-	%		
10-1-12		80%		Ending	portation & installation	Good	Depreciated Value	
10-1-11		70%		10-1-14		90%		
10-1-10 10-1-09		60% 50%		10-1-13 10-1-12		60% 40%		
10-1-08		40%		10-1-12		20%		
Prior Yrs		30%		Prior Yrs		10%		#19
Total		Total		Total		Total		#20
logically with #21	lecommunication com advanced –include pr a	eviously		advanced	ecommunication compa l–include previously cod	led #21d		
Year Ending	Original cost, trans- portation & installation	% Good	5	Year Ending	Original cost, trans- portation & installation	% Good	5	
10-1-14	portation a installation	95%	Depreciated Value	10-1-14	portation a motanation	95%	Depreciated Value	
10-1-13		90%		10-1-13		80%		
10-1-12		80%		10-1-12		60%		
10-1-11		70%		10-1-11		40%		
10-1-10		60%		Prior Yrs		20%		
10-1-09		50%		Total		Total		
10-1-08 Prior Yrs		40% 30%						
Total		Total			21A and 21B	Total		#21
	Cables, conduits, pipe		PLIC regulated utility	#22B - Ca	ables, conduits, pipes, e			, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Year	Original cost, trans-	% S, etc D	1 OC regulated utility	Year	Original cost, trans-			
Ending	portation & installation	Good	Depreciated Value	Ending	portation & installation	Good	Depreciated Value	
10-1-14				10-1-14		95%		
10-1-13				10-1-13		90%		-
10-1-12				10-1-12		80%		-
10-1-11 10-1-10				<u>10-1-11</u> 10-1-10		70% 60%		#22A
10-1-10				10-1-10		50%		"ZET
10-1-08				10-1-08		40%		#22B
Prior Yrs				Prior Yrs		30%		-
Total		Total		Total		Total		#22
expende	spensed Supplies The d on supplies since O of months in business	ctober 1	, 2013 divided by the	Year Ending 10-1-14	Total Expended	# of Months	Average Monthly	#23
#24a – C	Other Goods - includin	g leaseh	old improvements	#24b R	ental Entertainment Me	dium		
Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	
10-1-14		95%		10-1-14		95%		
10-1-13		90%		10-1-13		80%		
10-1-12 10-1-11		80% 70%		10-1-12 10-1-11		60% 40%		
10-1-11		60%		Prior Yrs		20%		†
10-1-09		50%		Total		Total		
10-1-08		40%			# of video tapes		# of DVD movies	
Prior Yrs		30%			# of music CD's		# of video games	
Total		Total			24a and 24b	Total		#24
*Cc	RECONCILIATION PROPERTY NEEDS IN CONCILIATION PROPERTY NEEDS I		ED ASSETS Dosed Assets –page 4					
Ass	ets declared 10/1/13							
	ets disposed since 10	/1/13						
	ets added since 10/1/							
Ass	ets declared 10/1/14							
	ensed equipment last	year						

2014 Personal Property Declaration – Summary Sheet

Commercial and financial information is not open to public inspection.

List or Account#:	Reg	Assessment duired return date		,
Owner's Name:		roperty Declaration		
DBA:		elivered or postm lay, November 3,		
DDA.		est Hartford Asse		το
Mailing address:	5	0 South Main Str	eet	
City/State/Zip:	West	Hartford, CT 061	07-24	31
			4	Assessor's
Location (street & number)				USE ONLY
Property Code and Description		Net Depreciated Value pages 5 & 6	Code	ASSESSMENTS
#9 Motor Vehicles UNREGISTERED motor vehicles (e.g. campers, RV's, snowmobiles, trailers, true tractors, off-road construction vehicles, etc.) including any vehicle garaged in Connecticut but registered such vehicle not registered at all. If you are a farmer eligible for the exemption under Sec. 12-91, list traces.	in another state, or any		#9	
#10 - Machinery & Equipment Industrial manufacturing machinery and equipment (e.g., tools, dies Include air and water pollution control equipment.	s, jigs, patterns, etc.).		#10	
#11 Horses And Ponies Describe your horses and ponies. A \$1,000 assessment exemption per ar are a farmer, the exemption may be 100% provided Form M-28 is filed with and approved by the Assessment exemption may be 100% provided Form M-28 is filed with and approved by the Assessment exemption may be 100% provided Form M-28 is filed with and approved by the Assessment exemption per arrangement of the file of the	sor.		#11	
#12 - Commercial Fishing Apparatus All fishing apparatus exclusively used by a commercial fish (e.g., fishing poles, nets, lobster pots, fish finders, etc.). A \$500 value exemption will be applied.	nerman in his business		#12	
#13 -Manufacturing machinery & equipment Manufacturing machinery and equipment used in				
research or engineering devoted to manufacturing; or used for the significant servicing or overhauling of factory products and eligible for exemption under CGS 12-81 (76). (Formerly property Codes 13 & 15)	industrial machinery or		#13	
#14 Mobile Manufactured Homes if not currently assessed as real estate			#14	
#16 - Furniture & Fixtures Furniture, fixtures and equipment of all commercial, industrial, manufact and all other businesses, occupation and professions. Examples: desks, chairs, tables, file cabinets, t copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machines, facsimile machines, the phone answering machines, facsimile machines, fa	ypewriters, calculators, achines, postage meters,		#16	
cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitch #17 - Farm Machinery Farm machinery (e.g., tractors, harrows, bush hogs, hay bines, hay rakes, bamilking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, a	alers, corn choppers,		#10	
etc.), used in the operation of a farm.	iquaculture equipment,		#17	
#18 - Farming Tools Farm tools, (e.g., hoses, rakes, pitch forks, shovels, hoses, brooms, etc.).			#18	
#19 - Mechanics Tools Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).			#19	
#20 - Electronic Data Processing Equipment Electronic data processing equipment (e.g., composition equipment, and any computer based equipment acting as a computer as defined under Section 1986, etc.). Bundled software is taxable and must be included.			#20	
#21 - Telecommunications Equipment Excluding furniture, fixtures, and computers, #21a include antennae, batteries, generators or any equipment not deemed technologically advanced by the Assesso controllers, control frames, relays switching and processing equipment or other equipment deemed tech the Assessor.	r. #21b includes		#21	
#22 - Cables, conduits, pipes, poles, towers (if not currently assessed as real estate), underg	ground mains, wires,			
turbines, etc., of gas, heating, or energy producing companies, telephone companies, water and wat Include items annexed to the ground (e.g., hydraulic car lifts, gasoline holding tanks, pumps, truck scale property used for the purpose of creating or furnishing a supply of water (e.g., pumping stations).			#22	
#23 - Expensed Supplies The average monthly quantity of supplies normally consumed in the cour stationery, post-it notes, toner, computer disks, computer paper, pens, pencils, rulers, staplers, paper claupplies and maintenance supplies, etc.).			#23	
#24 – Other All Other Goods, Chattels and Effects Any other taxable personal property not previous does not appear to fit into any of the other categories. (e.g. video tapes, vending machines, pinball game billboards, coffee makers, water coolers, leasehold improvements .			#24	
Total Assessment – all codes #9 through #24	Subtotal >			
#25 - Penalty for failure to file as required by statute - 25% of assessment			#25	
Exemption - Check box adjacent to the exemption you are claiming:	-			
☐ I – Mechanic's Tools - \$500 value ☐ M – Commercial Fishing Apparatus - \$500 value				
☐ I – Farming Tools - \$500 value ☐ I – Horses/ponies \$1000 assessment per a		and the second sections of the		
All of the following exemptions require a separate application and/or certificate to be filed w				
 J − Water Pollution or Air Pollution control equipment – Connecticut DEP certificate I − Farm Machinery \$100,000 assessment - Exemption application M-28 required 		у		
☐ G & H - Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exem		equired annually		
U – Manufacturing Machinery & Equipment - Exemption claim required annually	-p Spp. Gallon III 00 I			
	essor's Final Asse	essment Total >	•	

ner's Name:	Assessment date October 1, 3 Required return date November 3, 3
	_
DECLARATION OF PERSONAL PRO	
THIS FORM MUST BE SIGNED (AND IN SOME CASES WITNESSED) BEFO AVOID PENALTY — IMPROPERLY SIGNED DECLARATIO	ORE IT MAY BE FILED WITH THE ASSESSOR. ONS REQUIRE A 25% PENALTY
COMPLETE SECTION A OR SE	
Section A	
OWNER I DO HEREBY declare under penalty of false statement completed according to the best of my knowledge, remembrance, personal property liable to taxation; and that I have not conveyed purpose of evading the laws relating to the assessment and collecting \$12-49.	and belief; that it is a true statement of all my or temporarily disposed of any estate for the
SEE PAGE TWO (2) FOR SIGNATURE	REQUIREMENTS.
	TNER
☐ CORPORATE OFFICER ☐ MEM	MBER
Signature	Dated
Signature/Title	
Signatural rate	
Print or type name	
Section B	
AGENT I DO HEREBY declare under oath that I have been duly appointed aghave full authority and knowledge sufficient to file a proper declaration for him in a	
Agent's	-
Signature Agent's Signature /Title	Dated
/ gent a dignature / nac	
Print or type agent's name AGENT SIGNATURE MUST BE V Witness of agent's sworn statement	VITNESSED
Subscribed and sworn to before me -	Dated
Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, N	
Court Court	otally of Commissional of Capenor
Direct questions concerning declaration to the Assessor's Office at:	Check Off List:
Phone 860–561-7414 Fax 860–561-7590 Hand deliver declaration to: Mail declaration to:	☐ Read instructions on page 2
	☐ Complete appropriate sections☐ Complete exemption applications
Town of West Hartford Town of West Hartford	☐ Sign & data as required on page 9
Town of West Hartford Assessor's Office Town of West Hartford Assessor's Office	☐ Sign & date as required on page 8 ☐ Make a copy for your records
Town of West Hartford Assessor's Office 50 South Main Street Town of West Hartford Assessor's Office 50 South Main Street	☐ Make a copy for your records
Town of West Hartford Assessor's Office Town of West Hartford Assessor's Office	☐ Make a copy for your records
Town of West Hartford Assessor's Office 50 South Main Street West Hartford, CT Town of West Hartford Assessor's Office 50 South Main Street West Hartford, CT 06107-	☐ Make a copy for your records
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This Personal Property Declaration must be signed above and delivered to the West Hartford Assessor or postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) by Monday, November 3, 2014

– a 25% Penalty required for failure to file as required.