

CITY OF BATH
City Hall
55 Front Street
Bath, ME 04530



ASSESSOR'S OFFICE
Brenda Cummings, CMA
Assessor (207) 443-8336
Fax (207) 443-8389

March 1, 2016

Dear Business Owner,

Notice is hereby given, pursuant to 36 MRSA § 706, as amended, that all persons liable to taxation in the City of Bath must furnish to the Assessor of the City of Bath, **before MAY 1st, 2016**, true and perfect lists of their estates, not by law exempt from taxation, of which they were possessed on April 1, 2016. Failure to submit such lists may bar the taxpayer the right to appeal for any abatement of taxes to said Assessor, Board of Assessment Review, or the Courts.

Personal Property that is taxable includes furniture/fixtures and machinery/equipment used in a trade or business, whether located at home or in commercial space. Some examples of taxable personal property include, but are not limited to, desks, filing cabinets, computers and peripherals, telephone systems, shelves, counters, music systems, signs, air compressors, manufacturing equipment, construction equipment (unless excised), trailers (not self-propelled), ovens, video machines, refrigerators, coolers, and security systems. Please note that these items are only a sample; there are many items not listed here that are taxable as personal property. In addition, any leased items that are located at your business are to be listed and reported in the designated section of the personal property declaration sheet. Please remember to include the owner's name and address.

Existing Business Personal Property Assessed in prior years:

To help you comply with this requirement, enclosed is a property listing from the previous year's assessment. Please review the enclosed listing carefully and cross off any items that have been retired from service. Add any new items, or previously unreported items, to the enclosed declaration forms. If there have been no changes since last year, simply make note there have been no changes on the enclosed declaration forms. Whether there were updates or not, please sign and return the declaration form to this office prior to **MAY 1st, 2016**. New equipment reporting is detailed below.

Newly Acquired Business Personal Property:

All newly acquired business personal property must be listed on the enclosed personal property declaration sheet, *unless you are applying for the Business Equipment Tax Exemption (BETE) program for the item*. Please list each item separately by year, indicating the year acquired and original costs. If this information is unavailable, indicate if the item was purchased second hand (or homemade), and the date of acquisition and cost. We have provided space to list electronic office equipment and computer equipment separately. *Generally, all items used in the business must be listed, even if the items have been fully depreciated for IRS purposes. Items used for business purposes, even if also for personal use, must be included.*

However, items listed on your 2015 Business Equipment Tax Exemption (BETE) application (Form 693) need not be added. The deadline to apply for BETE is May 1 of each year; an extension may be granted upon written request. An application for the BETE program is available from the City of Bath website. If you have previously applied for the BETE program, an application and extension request form are enclosed.

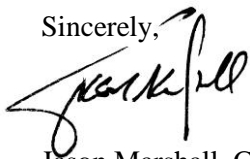
- over, please -

Alternate reporting methods, such as computer printouts, may be used as long as the information requested on the accompanying form is included. Data in electronic format is acceptable, and can be sent to jmarshall@cityofbath.com. If sending spreadsheets, please include the original format in addition to any .pdf versions, preferably in MS Excel format. ***Please sign and return our forms with any alternate report to ensure the correct account is updated.***

Please call if you have questions about which items should be included in the declaration form. Additional information on what items should be considered as taxable personal property is also available in our office (ask for *Frequently Asked Questions: Business Personal Property*) or on the Assessor's website.

These forms should be returned by **MAY 1st, 2016**. Please remember to keep a photocopy of everything submitted for your records. Representatives from the Assessor's office will be conducting field reviews of personal property from April through September. Your cooperation is greatly appreciated. Please do not hesitate to contact this office with any questions or concerns.

Sincerely,



Jason Marshall, CMA
Assistant Assessor
City of Bath, Maine

Business Equipment Tax Reimbursement (BETR) Program

The State Legislature has enacted a program to reimburse businesses for property taxes paid to municipalities on certain business equipment brought into service after April 1, 1995. Applications for reimbursement will be available in **August, 2016** for the 2015 tax year and can be obtained from the Maine Revenue Services or the Bath Assessor's Office. The Personal Property Declaration that accompanies this letter should be completed as usual, and include ***all*** taxable personal property, ***including*** that for which reimbursement is being sought.

Business Equipment Tax Exemption (BETE) Program

The State Legislature has enacted a program to exempt certain business equipment brought into service after April 1, 2007. The program is limited to non-retail businesses and certain types of equipment. You must apply **annually** for ***all eligible equipment***. Note that if you do not apply for BETE **each year**, equipment that has been exempt in prior years ***will become taxable***.

If you believe you have business personal property that may be eligible for the Business Equipment Tax Exemption, please contact our office or Maine Revenue Services for a copy of the BETE application form.

The deadline to apply for the BETE program is May 1st, annually. If you need more time, you may request an extension of the May 1st deadline from your Assessor. Requests for extension must be made in writing.