



Town of BEACON FALLS *Connecticut*

Assessor's Office

Dear Personal Property Owner;

PLEASE READ CAREFULLY

Enclosed is the 2023 Beacon Falls Declaration of Personal Property which business owners are required to file. The Declaration, because of its standardized format, includes certain property types that may not be applicable to your business.

We suggest that your accountant assist you in the preparation and filing of this declaration.

The notation "same as last year" cannot be used on this return. Each section, as it pertains to the owner, must be completed.

PLEASE BE SURE TO FOLLOW THE INSTRUCTIONS LISTED BELOW:

1. Use this form and provide us with your correct mailing address and business address. Complete ALL information on page 3.
2. Sign and date the affidavit on the last page. Failure to sign or return this form in a proper and timely manner will result in a 25% penalty per Connecticut State Statute § 12-41(d).
3. Make a copy of the completed declaration for your records.
4. Deadline to file is November 1, 2023.
Deliver to the Assessor no later than Wednesday, November 1, 2023.
Postmark of November 1, 2023, (by Post Office) will be considered timely.
Metered mail is not an acceptable postmark.
5. If you have closed or sold your business, complete the affidavit of business closing or sale on the front page and return to the Assessor's Office. This will insure your business is removed going forward.
6. All property, including items fully depreciated (or written off) for IRS purposes, must be reported. If you have the property in your possession, you still own it, then it must be reported on your declaration. If you have no property to declare, the term "NONE" is unacceptable. An explanation of disposal is required.

Declarations are subject to audit. The Assessor has the right to audit your books and records within 3 years of the date this return was required to be filed according to Connecticut State Statute § 12-53(c)(1).

Respectfully,

Jane Chadderton, CCMA
Assessor

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