

**THIS SCHEDULE MUST BE PRESENTED TO THE ASSESSOR'S OFFICE IN CARIBOU, MAINE
ON OR BEFORE April 15, 2022**

**CITY OF CARIBOU
OFFICE OF THE ASSESSOR**

25 HIGH STREET, CARIBOU, ME 04736
(207) 493-5966

If different, fill in correct information below

Name _____

Company _____

Address _____

PERSONAL PROPERTY SCHEDULE FORM 706-A

NOTICE: This schedule is required under Maine State Statute, Title 36, § 601 and 706-A (*copy enclosed*).

Taxpayers who do not comply will, by law, lose their right to appeal.

GENERAL INSTRUCTIONS

NEW OR FIRST TIME TAXPAYERS:

Must submit a complete list of ALL PERSONAL PROPERTY (business equipment) used in the operation of the business as of April 1st, using the following format as a guide.

**Please sign this form, attach your itemized list and return them to this
office on or before April 15, 2022**

| TYPE CODE | QTY | DESCRIPTION | MODEL YEAR MODEL # / SERIAL # | MO & YEAR AQUIRED | COST \$ | PURCHASED <u>NEW</u> or <u>USED</u> |
|--------------|-----|-------------|----------------------------------|----------------------|---------|--|
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® **PREVIOUSLY ASSESSED TAXPAYERS:**

Must submit a list of all ADDITIONS and/or DELETIONS to the prior year's listing (*see reverse side of this form*).

Attach additional sheets if necessary.



IF THERE HAVE BEEN NO CHANGES (no additions and/or deletions) in the past year:

Please check here and sign on the reverse side.



IF YOU HAVE CLOSED THE BUSINESS and removed the equipment during the past year:

Please check here, give date business closed, and sign on the reverse side.

Business Closed Date: _____

Return this form to: Assessor's Office, City of Caribou,
25 High Street, Caribou, ME 04736

ADDITIONS:

| TYPE CODE | QTY | DESCRIPTION | MODEL YEAR/ MODEL#/SERIAL# | MO & YEAR ACQUIRED | COST \$ | PURCHASED <u>NEW OR USED</u> |
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DELETIONS:

| TYPE CODE | QTY | DESCRIPTION | MODEL YEAR/ MODEL#/SERIAL# | MO & YEAR ACQUIRED | COST \$ | MO & YEAR DELETED |
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LEASED EQUIPMENT:

Indicate who is responsible for paying the taxes (the leasing company or the person in possession of the equipment) as stated in the lease agreement.

| TYPE CODE | QTY | LEASED FROM | ADDRESS | DESCRIPTION | DATE ACQUIRED | COST \$ |
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Signature: _____ Name: _____
 Date: _____, 2022 Title: _____
 Telephone: _____ Email: _____

Return this form to: Assessor's Office, City of Caribou
 25 High Street, Caribou, ME 04736

PLEASE CALL (207) 493-5966 IMMEDIATELY IF YOU HAVE RECEIVED THIS NOTICE IN ERROR OR IN DUPLICATE, SO WE MAY REMOVE YOUR NAME FROM OUR LIST.

General Filing Information

You are requested to furnish the assessor a true and perfect list of all your estates, real and personal, not by law exempt from taxation, subject to taxation by the City of Caribou, which you have in your possession on April 1, 2022.

Where to File Declarations: Assessor's Office, City of Caribou, 25 High Street, ME 04736.

When to file: On or before April 15, 2022. Neglect or failure to provide complete information as requested on the date appointed will forfeit your right to appeal your property tax bill per 36 M.R.S.A. §706-A.

What is Personal Property: As defined by 36 M.R.S.A. §601 personal property includes, but is not limited to, items such as the following: Furniture, fixtures and appliances, manufacturing machinery and equipment, store and office equipment, and professional libraries. NOTE: ALL PERSONAL PROPERTY OWNED BY YOUR BUSINESS MUST BE INCLUDED IN OUR LIST, EVEN PERSONAL PROPERTY THAT HAS BEEN FULLY DEPRECIATED FOR INCOME TAX PURPOSES MUST BE REPORTED.

How to list Personal Property: Please use the Personal Property Declaration form enclosed. If you need extra pages, please make copies first. Owners who have the ability to furnish computer data or wish to use other reporting methods may do so if the information requested on this form is provided by their method. Complete the declaration carefully, entering the Type code for each item.

Type Code Examples:

- 1 - Office Furniture:** such as Desks, Chairs, Tables, Bookcases, File cabinets, Modular office partitions, Lamps & lighting fixtures and other office items of this type.
- 2 - Fixtures and Equipment:** such as Typewriters, Calculators, Telephone equipment, Fax machines, Copiers, Signs, Restaurant seating areas (tables, chairs, booths, etc.), Beauty salon chairs, Sinks, Carts, Lighting, Hairdryers, Tanning beds, etc., Retail display racks, Shelving, Coolers, etc., and any other equipment of this type.
- 3 - Machinery and Equipment:** such as Garage equipment, Machining equipment, Presses, Tools, Heavy duty shelving and other equipment of this type.
- 4 - Manufacturing Equipment**
- 5 - Farm Field Equipment:** such as Plows, Planters, etc. (not including self propelled equipment)
- 6 - Computers:** CPU's, Monitors, and Printers.
- 7 - Solar Panel:** Solar Panels that are used to serve the business

Declarations for New Businesses: If this is your first business declaration, please complete the Personal Property Schedule provided. Computer data or another reporting method is acceptable as long as all the information requested on this form is included. Provide a list of personal property, indicating for each item: **(1)** the quantity (*i.e.*, 1 - Xerox photocopier), **(2)** a description sufficient to identify it including model name and number, if applicable, **(3)** type, **(4)** if new personal property, its cost and date of purchase, or **(5)** if used, all information you know about the date of manufacture, the date acquired, the cost, and state of origin (state of origin is necessary *only* for personal property acquired after April 1, 1995 for which you will be seeking tax reimbursement).

Declarations for Existing Business: On the declaration form, check if there are no additions or deletions and sign as requested. Under "Additions" list personal property purchased since your last report. Also list items that you own that are not on our list. Under "Deletions" list any items no longer in your possession. Please complete the forms carefully and thoroughly, as we need to update your old record. Accuracy and completeness are essential for reimbursement through the BETR program as well.

Listing Leased Equipment: List leased equipment on the section with the heading "Leased Personal Property". Provide the name, address and telephone number of the leasing company (lessor). Please list each item and its original cost. If original cost is unknown, please furnish the amount of the monthly payment, the date the lease began and the month and year it ends and provide the name of a contact person at the leasing company. If the item is on a lease-purchase agreement, please indicate it on your declaration. Please complete a separate form for each lessor. A copy of the original is acceptable if additional forms are needed.

Businesses That Have Closed or Moved: If your business has closed and the equipment has been removed from Caribou prior to April 1, 2022, please notify us with the date of move or closure so we may correct our records accordingly.

If you have any questions regarding compliance with this request, please call the Tax Assessing Department **(207) 493-5966** between the hours of 9:00AM - 4:00 PM, Monday through Friday. Thank You.

36 § 601. Personal Property; defined

Personal property for the purposes of taxation includes all tangible goods and chattels wheresoever they are and all vessels, at home or abroad.

36 § 706-A. Taxpayers to list property; notice; penalty; verification

Taxpayers to list property; inquiries. Before making an assessment, the assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory may give reasonable notice in writing to all persons liable to taxation or qualifying for exemption pursuant to subchapter 4-C in the municipality, the primary assessing area or the unorganized territory to furnish to the assessor or assessors, chief assessor or State Tax Assessor true and perfect lists of all the property the taxpayer possessed on the first day of April of the same year and may at the time of the notice or thereafter require the taxpayer to answer in writing all proper inquiries as to the nature, situation and value of the taxpayer's property liable to be taxed in the State or subject to exemption pursuant to subchapter 4-C. The list and answers are not conclusive upon the assessor or assessors, chief assessor or State Tax Assessor.

As may be reasonably necessary to ascertain the value of property according to the income approach to value pursuant to the requirements of [section 208-A](#) or generally accepted assessing practices, these inquiries may seek information about income and expense, manufacturing or operational efficiencies, manufactured or generated sales price trends or other related information.

A taxpayer has 30 days from receipt of a request for a true and perfect list or of proper inquiries to respond to the request or inquiries. Upon written request to the assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory, a taxpayer is entitled to a 30-day extension to respond to the request for a true and perfect list or proper inquiries, and the assessor may at any time grant additional extensions upon written request. Information provided by the taxpayer in response to an inquiry that is proprietary information, and is clearly labeled by the taxpayer as proprietary and confidential information, is confidential and is not a public record for purposes of [Title 1, chapter 13](#).

A notice to or inquiry of a taxpayer made under this section may be by mail directed to the last known address of the taxpayer or by any other method that provides reasonable notice to the taxpayer.

If notice is given by mail and the taxpayer does not furnish the list and answers to all proper inquiries, the taxpayer may not apply to the assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory for an abatement or appeal an application for abatement of those taxes unless the taxpayer furnishes the list and answers with the application and satisfies the assessing authority or authority to whom an appeal is made that the taxpayer was unable to furnish the list and answers in the time required. The list and answers are not conclusive upon the assessor or assessors, chief assessor or State Tax Assessor.

If the assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory fails to give notice by mail, the taxpayer is not prohibited from applying for an abatement; however, upon demand, the taxpayer shall furnish the list and answer in writing all proper inquiries as to the nature, situation and value of the taxpayer's property liable to be taxed in the State. A taxpayer's refusal or neglect to answer the inquiries bars an appeal, but the list and answers are not conclusive upon the assessor or assessors, chief assessor or State Tax Assessor.

The assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory may require the person furnishing the list and answers to all proper inquiries to subscribe under oath to the truth of the list and answers.

[PL 2017, c. 367, §5 (NEW).]

Penalty. It is unlawful for any public official or any employee, agent, attorney or consultant of the taxing jurisdiction to willfully disclose any taxpayer information made confidential by this section or examine information made confidential by this section for any purpose other than the conduct of official duties pertaining to property tax administration. Information made confidential by this section may be disclosed:

- A. To the State Tax Assessor, who shall treat such information as confidential for purposes of [section 191](#), subsection 2, paragraph I; [PL 2017, c. 367, §5 (NEW).]
- B. To a mediator retained pursuant to [section 271, subsection 5-A](#); [PL 2017, c. 367, §5 (NEW).]
- C. In a judicial proceeding in camera; [PL 2017, c. 367, §5 (NEW).]
- D. In an administrative proceeding, in executive session, pursuant to [Title 1, section 405](#), subsection 6, paragraph F; [PL 2017, c. 367, §5 (NEW).]
- E. To the person who filed the confidential information or that person's representative authorized by the person in writing to receive the information; [PL 2017, c. 367, §5 (NEW).]
- F. To a public official or any employee, agent, attorney or consultant of the taxing jurisdiction; and [PL 2017, c. 367, §5 (NEW).]
- G. To any other person with the taxpayer's written consent. [PL 2017, c. 367, §5 (NEW).]

A person who knowingly violates the confidentiality provisions of this subsection commits a Class E crime.

[PL 2017, c. 367, §5 (NEW).]

Proprietary information. For the purposes of this section, "proprietary information" means information that is a trade secret or production, commercial or financial information the disclosure of which would impair the competitive position of the person submitting the information and would make available information not otherwise publicly available and information protected from disclosure by federal or state law, rules or regulations.

Maine Revenue Services - Property Tax Division
Business Equipment Tax Exemption Application
 (36 M.R.S. §§ 691 – 700-B)

This application must be filed every year with the municipal assessor no later than May 1

Name of Business: _____ **Type of Business** _____

Business Address: _____ **Account #** _____

Name of Owner: _____

(See instructions on reverse page)

| Description of the Exempt Equipment (please be specific) | Purchased / Placed in Service in Maine (Month / Year) | Current Age | Cost or Value New | Estimate of Current Value | Physical Address of Equipment (Leased Equipment Only) |
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| To be Completed by the Assessor | | |
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Applicant (or property owner) signature: Under penalties of perjury, I declare that I have examined this application and accompanying schedules and, to the best of my knowledge and belief, they are true, correct and complete. Declaration of preparer (other than applicant) is based on all the information of which the preparer has knowledge.

Applicant Signature _____ **Date** _____

Preparer Signature _____ **Date** _____

Assessor (or agent of the assessor) signature: Under penalties of perjury, I declare that I have examined this application and accompanying schedules and, to the best of my knowledge and belief, they are true, correct and complete.

Assessor (Agent) Signature _____

Date _____

Business Equipment Tax Exemption Application

Note: Due to recently enacted legislation, businesses engaged in the sale of retail services will now generally be eligible to participate in the BETE program for qualifying property placed in service after April 1, 2007 and will be ineligible for the BETR program.

What is the Business Equipment Tax Exemption (BETE)?

BETE is a 100% property tax exemption program for eligible property that would have been first subject to tax in Maine on or after 4/1/08. BETE does not replace the Business Equipment Tax Reimbursement (BETR) program. The BETR program remains in place for qualified property placed in service *after* April 1, 1995 and on or before April 1, 2007 and for retail property placed in service *after* April 1, 1995. (See www.maine.gov/revenue/propertytax/propertytaxbenefits/bete.htm for more BETR information).

When and where to file. You must file this application by April 1 of each year with the local assessor, even if there is no change in your property status from the prior year. An automatic extension to May 1 is granted if you cannot meet the April 1 deadline. An assessor may extend an applicant's filing deadline beyond May 1 upon receipt of written request from that applicant prior to the municipality's commitment date.

Eligible business equipment. Eligible business equipment is qualified property that would have been first subject to tax in Maine on or after 4/1/2008 and includes repair parts, replacement parts, replacement equipment, additions, accessions and accessories to other business property and inventory parts. Qualified property is tangible personal property used for a business purpose and is either depreciable under the Internal Revenue Code or would be depreciable except for the fact that it is fully depreciated. For more information, see 36 M.R.S. § 691(1).

Unqualified property. Property that does not qualify for exemption includes office furniture, lamps and lighting fixtures used primarily for general office or worker lighting, property owned or used by an excluded person, telecommunications personal property, gambling machines or devices, and property located at a retail sales facility and used primarily in a retail sales activity. (See Retail property below)

Unqualified business. Property owned or used by an "excluded person" does not qualify. Excluded persons include: public utilities, persons providing radio paging service, persons providing mobile telecommunications services, cable television companies, persons providing satellite based direct television broadcast services, and persons providing multichannel multipoint television services.

Retail property. BETE does not apply to property located at a retail sales facility and used primarily in a retail sales activity. Such property may qualify for reimbursement under the BETR program. A retail sales facility is a structure used to serve customers who are present at the facility for the purpose of selection and retail purchase of goods or for renting tangible personal property. A warehouse or call center facility is not considered a retail sales facility. Retail sales activity is associated with the selection and retail purchase of goods or rental of tangible personal property. Manufacturing or processing is not considered retail sales activity.

SPECIFIC INSTRUCTIONS - TAXPAYER

Description of the Exempt Equipment: Description should be specific enough to be able to identify the property: (i.e. 2009 Bobcat model 236D skid steer loader, 2012 DitchWitch trencher model RT30).

Purchased/Placed in Service in Maine. Enter the date the equipment was first put into service in Maine. Only equipment placed in service after April 1, 2007 is eligible for BETE.

Cost or Value New. Enter the value of the equipment when it was new or what it would cost to purchase new. Include all installation costs, freight charges, engineering costs, etc. as part of the cost of the equipment - do not list separately.

Current Age. This line is used for depreciation purposes. Enter the total number of years this equipment has existed.

Estimate of Current Value. Enter an estimate of the current value of this piece of equipment.

SPECIFIC INSTRUCTIONS - ASSESSOR

TIF. Enter "Y" if the equipment is located within a tax increment financing district.

Assessed Value. Assessed value = depreciated value x certified ratio.