

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



ASSESSOR'S OFFICE
Brenda E. Cummings, CMA
Assessor (207) 443-8336
bcummings@cityofbath.com

March 3, 2023

Dear Bath Business Owner,

As required, notice is hereby given, pursuant to 36 MRSA § 706-A, as amended, that all persons liable to taxation in the City of Bath must furnish to the Assessor of the City of Bath true and perfect lists of their estates, not by law exempt from taxation, of which they were possessed on **April 1, 2023**. 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.

We understand that the enclosed paperwork can be burdensome, particularly for small businesses. Our goal is to ensure the tax burden is equitably distributed among Bath taxpayers, and our assessment of business personal property is both required by State law and helps to ensure all Bath taxpayers have the lowest possible tax rate.

Please note that most businesses will be able to take advantage of the Maine Business Equipment Tax Reimbursement (BETR) program and/or Business Equipment Tax Exemption (BETE) program (see below). These programs provide reimbursement of taxes paid (BETR) or exempt certain business property from taxation (BETE). ***To be eligible for either program, business property must be reported annually.***

Items to be Declared: Generally, all items used in the business must be listed, even if the items have been fully depreciated for IRS purposes.

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 and other product display materials, music systems, signs, air compressors, manufacturing equipment, construction tools and equipment (unless excised), storage trailers, 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.

All business property must be listed on the enclosed personal property declaration sheet or provided in an alternate format (preferably an Excel spreadsheet). Please list each item separately, indicating the year acquired and original costs. If the item was purchased second hand (or homemade), please report the date of acquisition, cost, and the age of the item. If this information is unavailable, indicate your best estimate of current value and the age of the item.

We have provided space to list electronic office equipment and computer equipment separately from furniture and business machinery. In addition, any **leased items** that are located at your place of business should be listed and reported in the designated section of the personal property declaration sheet. Please remember to include the leasing company's name and address.



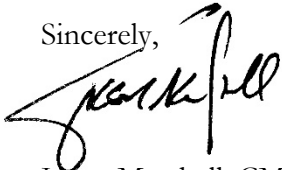
Please call if you have questions about which items should be included in the declaration form. Additional information on what items should be considered as taxable personal property is also available from our office (3rd floor of City Hall – 55 Front Street) or on the Assessor’s website (www.cityofbath.com/assessor).

Alternate reporting methods (Excel spreadsheet, etc.) may be used if they contain the same information requested on our form. If possible, sorting the information by year and category is helpful in our processing of the information. ***Please sign and return our forms with any alternate reports.***

These forms should be returned by **MAY 1st, 2023**. Please remember to keep a photocopy of everything submitted for your records. Representatives from the Assessor’s office will be conducting field verifications of personal property declarations from April through September.

Your annual declaration of assets helps to ensure that we are treating all taxpayers fairly and ensures that you can participate in the BETR or BETE programs. Your cooperation is greatly appreciated. Please do not hesitate to contact this office with any questions or concerns. Thank you!

Sincerely,



Jason Marshall, CMA
Assistant Assessor
City of Bath, Maine

Business Equipment Tax Reimbursement Program (BETR)

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 forms will be available in **August 2023** for the **2022** tax year and will be available from Maine Revenue Services and the 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 will be sought.

Business Equipment Tax Exemption Program (BETE)

The State Legislature has enacted a program to exempt certain business equipment first subject to taxation after April 1, 2007. The program is limited to certain types of businesses and certain types of equipment. ***An annual application for eligible equipment is required.*** If you believe you have assets that may be eligible for the Business Equipment Tax Exemption, and an application form is not included in this packet, please contact our office or Maine Revenue Services.