



March 1, 2023

RE: 2023 Business Personal Property Declarations

Dear Bath Business Owner,

Greetings, and best wishes for a happy, healthy, and successful 2023!

If you are receiving this letter, our research indicates that you operate a business that is based in the City of Bath, but do not currently receive a tax bill for Business Personal Property. Business Personal Property (BPP) is all the equipment, machinery, furniture and fixtures in use at a business. In broad terms, BPP includes (but is not limited to) items such as:

- Cash registers/POS systems (often iPads, these days)
- Computers/workstations/servers, etc. (including software)
- Equipment and Machinery (coil binders, laminators, forklifts, chop saws, etc.)
- Office furniture and lighting (desks, chairs, lamps)
- Shelving/storage (display racks, backroom storage, etc.)
- Leased items (a postage machine or a large copier – these are assessed to the leasing company most of the time, not to the company leasing the item)

BPP *does not* include the building itself or the underlying land, or anything attached to the building that serves the building itself (HVAC systems, for instance), nor does it include stock in trade or inventory items. Excised items are also not considered BPP – meaning the work van/company car is not BPP.

Each year, usually in March, our office sends out BPP Declaration forms to all businesses on our BPP roll. These forms, due May 1st of each year, are updated by the businesses to indicate new acquisitions that should be added to the tax roll and items that have been retired and are no longer subject to taxation. We have enclosed a BPP declaration form for your business, as well as a Maine Revenue Services bulletin that goes into more detail regarding the finer points of Business Personal Property. Also enclosed is information regarding the Business Equipment Tax Reimbursement

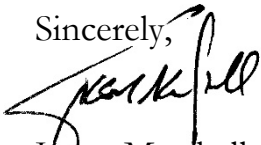
(BETR) and Business Equipment Tax Exemption (BETE) programs. Most businesses can utilize at least one of these programs to reduce their BPP tax burden.

The first year is the most cumbersome from a paperwork standpoint, since we don't yet have a list of your previously-reported items to send you. We understand that this type of reporting is onerous, especially for small businesses. Please understand that accurate reporting and assessment of BPP (in addition to being required by Maine law) helps to achieve the lowest possible tax rate for all property owners and businesses in the City of Bath. As described above, we try to reduce the sting of this annual requirement by making the forms as simple to update and return as possible once businesses are in our system. We thank you in advance for your cooperation in providing us with your business's initial list.

The intent of this letter is to introduce new businesses and first-time filers to the concept of Business Personal Property and the basic requirements of reporting it, as well as to provide your business's first declaration form and BETE/BETR information referenced above.

Should you have any questions, please contact us. Thank you!

Sincerely,



Jason Marshall
Assistant Assessor
City of Bath, Maine