



Town of Woodbridge

Office of the Assessor

11 Meetinghouse Lane

Woodbridge, CT 06525

Phone: (203) 389-3416 Fax: (203) 389-3480

Website: <http://www.woodbridgect.org>

Dear Taxpayer,

When completing a Business Personal Property Declaration, consider the following: filing with language such as “no assets”, “zero value”, or “same as last year”, without explanation, are simply unacceptable and the account will be subject to an estimate of its assets. Items given to you or purchased for personal use shall be declared *if used by the business*.

There are many types of assets considered as personal property and the following list is a sample of items to be included on the personal property declaration.

Area rugs, art work, counters, cabinets, furniture, fixtures, dies, molds, machinery, equipment, equipment used at home (for business), fully depreciated items according to the IRS, gifts, idle equipment, leasehold improvements, security systems, specialty lighting, sales tax, shipping charges, supplies consumed by the business, tooling, transmission towers, underground cables, underground tanks, unregistered vehicles, vending machines, vehicle add-ons or enhancements that are business related, etc.

This may also include equipment, leases and leasehold improvements. All descriptions are located on the summary page of each declaration for clarification.

For additional assistance, consult items such as books, papers, documents, and other records such as federal tax forms relating to the acquisition and cost of fixed assets, general ledgers, balance sheets, disbursement ledgers, fixed asset and depreciation schedules, financial statements, invoices, operating expense reports, capital and operating leases, conditional sales agreements, and building or leasehold ledgers.

Please utilize the attached asset list when filing. Attach pages as needed, email an asset list to assessorclerk@woodbridgect.org

Sincerely,

Marsha L Benno, AAT, CCMA II

Assessor, Town of Woodbridge

