

INSTRUCTIONS

Not all sections are applicable to every business. Please read the following instructions and complete all relevant sections.

Who Should File -

All owners of taxable personal property.

Declaration -

1. **Owners of Non-Rhode Island registered motor vehicles**
2. **Businesses, occupations, farmers and professionals** need to complete: (Commercial and cost information is not open to public inspection)
 - Lessee's Listing Report
 - Disposal, Sale or Transfer of Property Report
 - Business Data
 - Taxable Property information
 - **Sign the Declaration for Personal Property Affidavit must be filed for closing, moving or sale of Business**
3. **Lessors** need to complete: (Commercial and cost information is not open to public inspection)
 - Lessor's Listing Report
 - Business Data
 - Taxable Property Information
 - **Sign the Declaration for Personal Property Affidavit must be filed for closing, moving or sale of Business**

Filing Requirements -

1. The Personal Property Declaration must be filed annually on or before **January 31, 2017**.
2. A Personal Property Declaration not filed will result in a value determined by the Assessor.
3. Declarations filed with "same as last year" are **INSUFFICIENT** and shall be considered an incomplete declaration.
4. All returns must use Assessor's Depreciation Tables in accordance with RIGL.

Estimated Growth 10% is Applied -

1. When no declaration is filed or a declaration is incomplete or not signed, a 10% estimated growth is applied to the assessment.
2. When declarations are submitted after January 31st, and an extension has **NOT** been granted (see Extensions below) an estimated growth % change of 10% is applied to the assessment. Returns mailed in must have a postmark as of January 31st or before.
3. When an extension is granted and the declaration is not filed by the extension deadline, an estimated growth % change of 10% is applied to the assessment.

4. When omitted property is discovered, the 10% estimated growth is applied to the difference in the assessed value as determined by the results of the discovery, and the assessment as determined by the originally filed declaration.

Exemptions -

Machinery and equipment, Wholesale and Retail Inventory are exempt, but need to be filed with Return.

Signature Required -

1. The owners shall sign the declaration.
2. The owner's agent may sign the declaration. In which case the declaration must be duly sworn to or notarized.
3. Corporate officers signing for their corporations must have the returns properly sworn to or notarized; or provide the Assessor with a statement bearing the corporate seal and signed by the corporate secretary setting out the office held by the signer of the declaration and dates office held.

Extension -

The Assessor may grant a filing extension **for good cause**. If a request for an extension is needed, you need to contact the Assessor in writing by **January 31, 2017**.

Note: Letters of extension to file the Personal Property Declaration, should either include an email address or self-stamped envelope in order to be granted by the Assessor. Check with the Assessor for further detail if not sure; email jpeixinho@eastgreenwichri.com.

No amended returns will be accepted after March 15th.

Economic Life Guide -

Posted on townofeastgreenwichri.com. Click on forms.

Audit -

The Assessor may authorize to audit declarations, within 3 years of the date of the required filing. Substantial penalties are applicable if such an audit reveals property not declared as required by law.

Before Filing Make Copies of Completed Declaration for Your Records

Example of how to complete the tables

How should the following be declared?

June 2014, you bought a desk for \$300 and a chair for \$80. In October 2015 you buy a display rack for \$400. You have a filing cabinet you bought 10 years ago for \$100 that is being used in your business. A friend gave you a bookcase, in February 2016, which you believe is worth \$50.

See the table to the right for the answer.

Furniture, fixtures and equipment			
Year Ending	Original Cost, Transportation & Installation	% Good	Depreciated Value
12-1-16	50	95%	48
12-1-15	400	90%	360
12-1-14	380	80%	304
12-1-13		70%	
12-1-12		60%	
12-1-11		50%	
12-1-10		40%	
Priors Yrs	100	30%	30
Total	930	Total	742

Parcel ID

Name and Address of Business (former address)

Rhode Island Declaration of Personal Property

Filing Requirement - This declaration must be filed with the Assessor of the town where the personal property is located. Declarations of personal property shall be made annually.

If you no longer own the above noted business or personal property assessed in your name last year, you do not need to complete this declaration. You must, however, return this affidavit of the declaration to the Assessor and provide information related to the name of the new owner of the property or the date your business ceased or to where you moved the business (see Affidavit below). **Otherwise, the Assessor must assume that you are still operating the business and still own and have failed to declare your taxable personal property.**

AFFIDAVIT OF BUSINESS CLOSING OR MOVE OR SALE OF BUSINESS OR PROPERTY		
I _____	of _____	at _____
<small>Business or property owner's name</small>	<small>Business name (if applicable)</small>	<small>Street location in _____</small>
With regards to said business or property I do certify that on _____ said business or property was (indicate which one by circling):		
<u>Date</u>		
SOLD TO:	_____	_____
	<small>Name</small>	<small>Address</small>
MOVED TO:	_____	_____
	<small>City/Town and State to where business or property was moved</small>	<small>Address</small>
TERMINATED:	Attach Bill of Sale or Letter of dissolution to this form and return it with this affidavit to the Assessor's office	
<small>The signer is made aware that the penalty for making a false affidavit is a \$500.00 fine or imprisonment for one year or both.</small>		
_____	_____	_____
<small>Signature</small>		<small>Print Name</small>

Assessor's Office Closes at 4:30 p.m.

Return to: the Assessor's Office



Address

Return to:
East Greenwich Assessor
P.O. Box 111
East Greenwich, RI 02818
JPeixinho@eastgreenwichri.com
401-886-8614



Telephone