



# Town of Southington

## Department of Assessments

75 Main Street – P.O. Box 84  
Southington, CT 06489

**Teresa M. Babon**  
**Director of Assessment & Revenue**

**Telephone: (860)276-6205**  
**Erin O'Connell, Deputy Assessor**

August 2023

Dear Business Owner:

Connecticut law requires business owners to file a tangible personal property declaration every year with the municipality in which their business is established. Our records indicate that you have been meeting that obligation. Thank you!

- In addition to the actual declaration itself, the most important document you can provide is a detailed asset listing. This listing should describe the item, its purchase price, and the date of acquisition.
- There is also a Detailed Listing of Disposed Assets Report that must be completed each year. This lists each item of tangible personal property that has been disposed of in the prior year. Simply reducing an amount of assets in any given category to account for the disposal(s) will not suffice. Each item that has been disposed of, must be listed in the appropriate section of the declaration. If there is not enough space, you may attach additional sheets.
- If you are expecting an exemption to be applied to your personal property asset assessment, you must check off the appropriate box in the exemption section on the Summary Sheet of the declaration. The absence of a checked box indicates no exemption being claimed, therefore, no exemption will be provided.
- The declaration must be signed and dated by the appropriate individual in order to be considered complete.
- As long as the submittal arrives in the Assessor's Office by the close of business on the filing deadline printed on the first page, usually November 1<sup>st</sup>, or is in an enveloped that contains a US Postal Service postmark of the filing deadline date, it will be considered "on-time".

Statute also allows for the assessor, or her designee, to perform an audit of such declared tangible personal property. This letter is the first step in establishing a line of communication with you, and providing an opportunity for education, to ensure your filings are the most accurate possible.

To continue this education, the Southington Assessor will be holding an informational session on 3 separate dates/times. Please consider attending one of these sessions, or send your designee, to obtain additional information about tangible personal property declaration filings. There will also be opportunity to ask questions.

**Thursday August 24, 2023,**

**John Weichsel Municipal Center Community Room**

**7:00 a.m. NOTE: A.M.!**

**Wednesday September 6, 2023,**

**John Weichsel Municipal Center Community Room  
@ 196 North Main Street, Southington, CT**

**7:00 p.m.**