



Tangible Personal Property Return

2012 Return - For year ending 12/31/2012

Town of Tiverton, Rhode Island

343 Highland Road
Tiverton, Rhode Island 02878
401-625-6709



THIS FORM MUST BE FILED
BY JANUARY 31, 2013
RIGL 44-5-15

COST DATA IS NOT SUBJECT TO PUBLIC INSPECTION

Please read the instructions on the back page carefully. Incomplete forms will be considered as not filed. If you have any questions regarding this form, please contact the phone number listed above. Non-filers of this form will face penalties and forfeit certain appeal rights. If your business has moved out of Tiverton or gone out of business, please provide a letter detailing such.

Section A: General Business Information

Although there may be a mailing address label attached above, please fill in the following information. If any information on the label is incorrect, please cross out in red marker.

LEGAL name of business: _____
DBA Name of business (if any): _____
Name of owner if NOT incorporated: _____
PHYSICAL location of business: _____
MAILING address of business: _____
Contact Person & phone number(s): _____

Section B: Business Specifics

To ensure accurate assessments, we need the following information to be completed in detail.

If known, what is the NAICS code that best describes your business? NAICS
What is the general classification of your business type? Please circle one: Service Retail Wholesale Food
R & D Manufacturing Other
Please describe your business: _____

Do you own/lease the location of your business? Own Lease Square Footage: _____
If leasing, what is the owner's name of the Real Estate? _____
What is the lease term and rent? _____ Utilities Included? YES NO
Date the business first began operation in Tiverton: _____
Did you file a return last year? YES NO Is this an at home business? YES NO

Section C: Affirmation

By signing below, you affirm that you have read the instructions on page 4 and under the penalties of perjury, declare that the information provided is correct and true. If signed by an agent of the owner, a letter of authorization must accompany this return.

PRINT NAME: _____ TITLE: _____
SIGNATURE: _____ DATE: _____

PERSON WHO AFFIXED SIGNATURE ABOVE IS THE OWNER/EMPLOYEE/AGENT OF THE BUSINESS? _____

Phone Number of preparer: _____

ALL FINANCIAL INFORMATION IS KEPT CONFIDENTIAL AND NOT OPEN TO PUBLIC INSPECTION
Please visit www.tiverton.ri.gov for the latest Tangible Property Information

Section F: Computer Equipment - Detailed Asset Listing

List by year acquired, the total acquisition cost including shipping and installation costs for all Computer Equipment owned by your business. Manufactures must report computers not used directly in the manufacturing process. Items fully depreciated for accounting purposes must still be reported here. Attach a separate list if necessary. Please list in order from newest to oldest purchase.

Year	Computer Detail including Make/Model	Total Original Cost (includes tax & installation)	New or Used	Condition	Assessor Use

Section G: Leased Equipment

List by year of lease inception. Include leasing company's name, description of item leased, and term/fee.

Year	Name of Lease Company	Leased Item	Term	Monthly Fee	Assessor Use

Section H: Leasehold Improvements (include cost of materials, installation, labor, etc.)

List by year of construction. Leasehold improvements are physical modifications to real estate owned by others.

Year	Description of Work Done	Construction Cost	Assessor Use

Section I: Supplies on hand

	Assessor Use
Average Monthly cost of SUPPLIES consumed: \$	

This includes paper-stock, pens, clips, bags, stickers, tags, cleaning solutions, etc.

Section J: Assessor's Use Only

Notes:	Return Reviewer:	
	Date Reviewed:	
	Lease Company Ck.:	
	Supplies:	
	Data Entry Clerk:	
	Field Check Date:	
	Assessor Review:	

Failure to file a true accounting will result in an estimate assessment being placed on your property. This estimate may result in higher taxes and certain appeal rights are lost.

PLEASE READ ALL INSTRUCTIONS CAREFULLY. INCOMPLETE FORMS WILL BE CONSIDERED NOT FILED AND YOUR APPEAL RIGHTS WILL BE LIMITED.

The following Rhode Island General Laws mandate Personal Property to be taxed and for all those subject to the Tangible Personal Property tax to submit an annual declaration. This list is provided for legal reference and is not all inclusive of all General Laws pertaining to taxation.

- § 44-3-1 Real and personal property subject to taxation.
- § 44-4-9 Rules for taxation of tangible personal property.
- § 44-4-10 Persons to whom tangible personalty taxed – Place of taxation.
- § 44-4-24 Rule as to situs of tangible personal property.
- § 44-5-12.1 Rule as to valuation of tangible personal property.
- § 44-5-15 Notice of assessors' meeting – Notice by taxpayer of intent to bring in account.
- § 44-5-16 Oath to account brought in – Remedies after failure to bring in account.

INSTRUCTIONS

Section A: General Business Information

Each line is self-explanatory. All information asked for must be provided.

Section B: Business Specifics

The NAICS (North American Industry Classification System) is a 5 or 6 number that classifies your business. The NAICS number has replaced the SIC number. If known, please provide that number. In addition, please circle a general classification that defines your business. Then, provide a detailed description of your business. Please be specific. If your a Automobile Dealership, don't just put down "Autos". Further define by stating "Auto Dealership with 12 service bays". The rest of the questions are self-explanatory and must be answered.

Section C: Affirmation

All forms must be signed and dated. Returns must be filed with the Assessor's office by January 31st each year. If an agent fills out this form, a letter of authorization must accompany this document. By law, you're signing under the penalties of perjury.

Section D: Assets Physically Removed in 2012

Please report any assets that were PHYSICALLY removed from your business. Assets that have been written off due to depreciation still must be reported in Section E, F, or H. Indicate by what means the asset was disposed.

Section E: Furniture, Fixtures, and Equipment (FFE) - Detailed Asset Listing

Provide a detailed asset list (items that are similar in function and utility may be grouped together i.e. 20 Steno Chairs) indicating year purchased, description, original cost including any freight and installation charges, and whether the item was purchased new or used. If the original cost is not known, a fair estimate is acceptable. Assets that were gifts must also be declared. **Example:**

Year	Asset Description and Quantity	Total Original Cost	New or Used	Assessor Use
2010	Executive Desk	\$750.00	New	
2006	12 4-drawer steel filing cabinets	\$3,600.00	New	
1991	Misc. Office Furniture	\$6,000	Used	

Items to be reported in this section include: Office Furniture, Retail Fixtures, Construction Equipment, Signs, Shelving, etc.

Section F: Computer Equipment (COMP) - Detailed Asset Listing

Same instructions as Section E. Items considered to be Computer Equipment include: Computer Hardware (PCs/Mainframes), Monitors, Printers, Scanners, Some High-Tech Medical Equipment, etc.

Section G: Leased Equipment

If your business leases any equipment, provide the date you began the lease, the name of the lease company, a description of the equipment, and the terms of the lease (length, rent). Further information may be requested by the Assessor.

Section H: Leasehold Improvements (LH)

If you have physically improved the real estate of which you LEASE, such as the installation of walls, carpeting, built-in shelving, etc., report the date of construction, work performed, and the total cost including materials, labor, fees.

Section I: Supplies

The State of Rhode Island has phased-out any tax on inventories excluding supplies that are used in the course of business such as office supplies (paper-stock, pens, etc.) and cleaning supplies. Please enter average monthly costs.

Section J: Assessor's Use Only

This section is for the Assessor's office use only.

***** Please Note - Very Important *****

Terms such as "Same as Last Year" or "Various" are not allowed. Any such vague remarks will be cause for this return to be considered incomplete and not properly filed. If you have any questions regarding this form, please contact the Assessor's office. Failure to file a proper return will result in an estimated assessment with the loss of certain appeal rights.