13 Valley Street
Thomaston, ME 04861
www.thomastonmaine.gov

Town of Thomaston Assessing Office

Phone (207) 354-6107
Fax (207) 354-2132
ljunkins@thomastonmaine.gov

2025-26 PERSONAL PROPERTY DECLARATION FORM

This form is required under Maine State Statute, Title 36, §601 and §706-A.
Please return to the Assessor's Office no later than **May 1, 2025.** Electronic submissions are accepted, send your completed return by email to the Assessors' Agent at ljunkins@thomastonmaine.gov.

If you do not file a return, you are waiving your right to an appeal and may be subject to growth factors.

Business Name:_____ Account Number: _____

Business DBA: _____ Contact Name: _____

Mailing Address: _____

Physical Location of Property: _____

- **ALL BUSINESSES: Provide a true and perfect itemized list of all taxable property used to operate the business by following the instructions on the reverse side of this form. Attached additional documents as needed.**
- **MOVED/ OUT OF BUSINESS:** If your business has relocated and is no longer in Thomaston or has closed as of **April 1, 2025**, you must notify this office in writing.

Having carefully read the above, I hereby certify that the information reported herein is full, true, and correct to the best of my knowledge and belief. Incomplete and insufficient forms will not be accepted.

Signature:_____ Name: _____

Title:_____ Email: _____

Date:_____ Phone: _____

Do you wish to be notified of your assessed value prior to tax billing? YES _____ NO _____

May we contact you via email? YES _____ NO _____

Business Equipment Tax Exemption (BETE) Program
This program exempts certain business equipment brought into service after April 1, 2007. Retail *sales* are specifically excluded from BETE, but some retail *services* may be eligible.

Business Equipment Tax Reimbursement (BETR) Program
This program reimburses property taxes paid on certain business equipment brought into service after April 1, 1995. The application period is August 1 through December 31.

Questions concerning the BETE or BETR programs can be directed to the Maine Revenue Services Property Tax Division at (207) 624-9404 or prop.tax@maine.gov

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SCHEDULE OF BUSINESS EQUIPMENT

Pursuant to Title 36, Section 706-A, please provide a true and perfect list of all equipment and fixtures used in the operation of the business which is in your possession as of **April 1, 2025.** Use this form or a comparable substitute for submission.

INSTRUCTIONS:
1. Categorize and list by item type (see list of Item Types →)
2. Describe each item separately
3. Enter the month & year item was acquired
4. Enter the year of item was manufactured
5. List the original cost of each item

ITEM TYPES
F&F – Furniture and Fixtures
M&E – Machinery & Equipment
E - Electronics
S – Signage
T – Trailers (non-excised)

1. Item Type	2. Item Description	3. Date Acquired (Month/Year)	4. Manufactured Year	5. Original Cost
			TOTAL	**$**

Use additional pages if necessary. This form is also available in excel.

LEASED EQUIPMENT: If your business leases any equipment (i.e. photocopier, postage machine, forklift) it is the responsibility of the Lessor to pay property tax on the property leased to you unless there is a contractual agreement that states otherwise. If so, please provide the written agreement. Otherwise, please add the information below so we can bill the leasing company appropriately.

***Leased Item(s):**_____ **Leasing Company:**_____

Company's Mailing Address:_____

Original Cost: $_____ **Monthly Payment: $**_____

****Leased Item(s):**_____ **Leasing Company:**_____

Company's Mailing Address:_____

Original Cost: $_____ **Monthly Payment: $**_____