How to File Business Personal Property Forms Online

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- Update Business Info & Status
- Add New Assets
- Dispose Assets
- Claim Exemptions
- E-Sign Affidavit
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- FAQ

Register

This needs to be done once every year. You cannot use the login from last year.

■ Welcome

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 declaration to the Assessor and complete the Affidavit of Business Closing or Moved or Sold that provides information related to the name of the new owner of the property or the date your business ceased or to where the business moved. (View Sample Affidavit). Otherwise, the Assessor must assume that you are still operating the business and still own and have failed to declare your taxable personal property. This Affidavit of Business Closing or Moved or Sold can be found under the Business Info tab in the menu bar at the top of the page or in the margin to the left.

If you have purchased new assets AND HAVE NOT DISPOSED OF ANYTHING since last year, you can simply click on the Add Current Year Assets under the Taxable Assets tab on the menu bar and enter your new purchases.

Otherwise, please click on the View Declaration Instructions link below and read the instructions carefully.

Penalty for late filing - Failure to file timely will result in a penalty equal to 25% of the assessment of the personal property. This declaration must be filed or postmarked (as defined in C.G.S. Sec 1-2a) no later than:

Wednesday, November 1, 2018 Assessor's Office

Important registration note:

Due to convity recessor the

Due to security reasons, the email and password you may have used last year are no longer available. You must provide your email and select a <u>new</u> password for this year.

If you have any issues registering, please contact us at camamail@qds.biz

To file online, please LOG IN or REGISTER.



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🛕 If you wish to print a blank declaration form ONLY, fill it out manually and mail it in, please enter the Unique ID number and verify the Owner/Business Name as it was provided to you by the Assessor's office and then click Print a blank declaration form button.

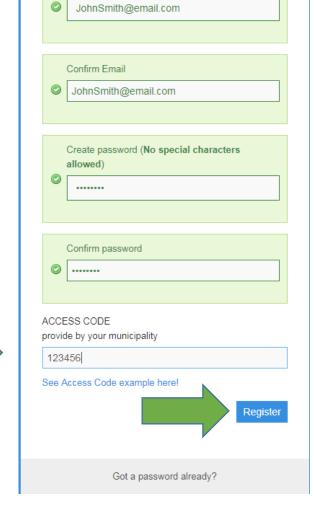
ACCESS CODE provide by your municipality: See unique ID example here!

Print a blank declaration form

Register

You only need one login per town. You can add multiple businesses to your login if you handle filings for more than one business

This code is on the letter or form mailed to you



Register!

Valid Fmail Address

Home Page

Instructions are found on this page and can be referenced any time by clicking the HOME button

≡ Welcome

Unique ID / Access Code Do you represent other companies, if yes click here for additional Access Code?

150000096 ▼

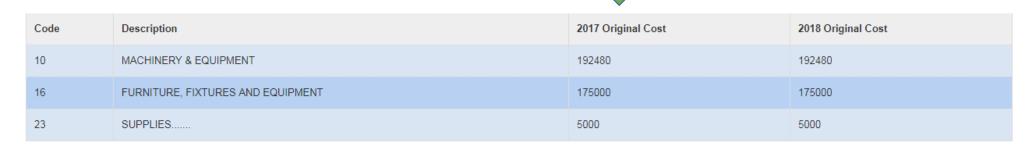
Summary of Assets

Declared Last Year

Filing Requirement: View Declaration Instructions

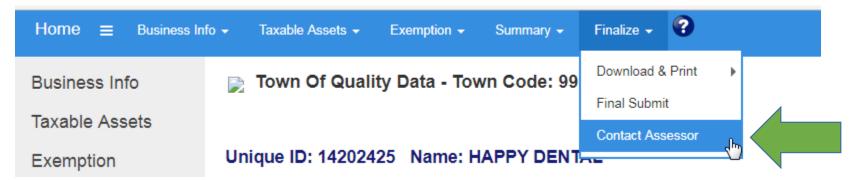
- 1. Verify existing account information. Personal Property Data. Update any information as needed and an and Continuous and Con
- 2. I have no new assets to declare and or exemptions. Declaration of Personal Property Affidavit.
- 3. I have additional assets to declare, or disposed of prior year acquisitions Taxable Assets.
- 4. I may be eligible for exemptions Exemption Declaration.
- 5. I have dissolved or closed the business. Complete Affidavit of Business Closing/ Moved/Sold and Declaration or Personal Property Affidavit
- 6. I have completed my declaration, go to FINALIZE.

Taxable Assets



Home Page

If you have any questions regarding your filing, you can pull up the contact information for the Assessor's office by clicking the Finalize Menu and Contact Assessor at the top.

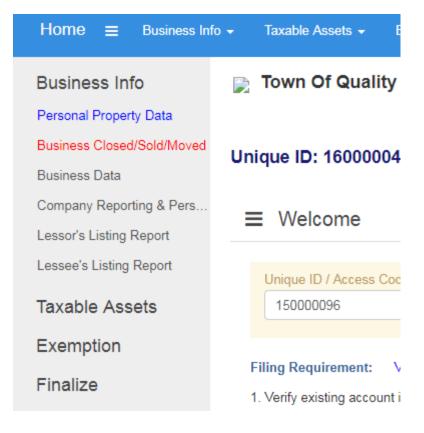




Business Info

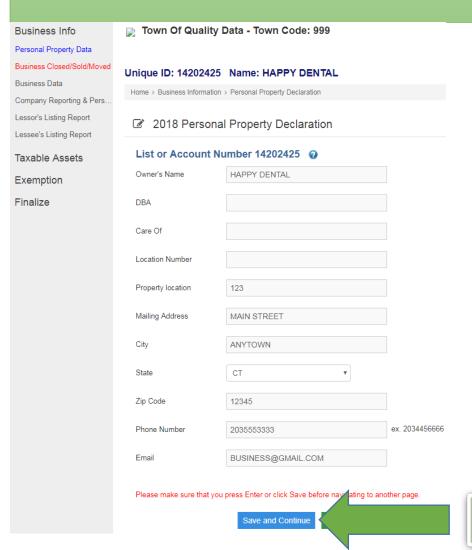
Fill out the information relating to the Business, such as email, phone number, mailing address, etc.





Update Business Info

Fill out the information relating to the Business, such as contact email, contact phone number, mailing address, etc.



Click Save and Continue to next page

Closed/Sold/Moved

Change your Business Status from "Still in Business in this Town" if you have Sold, Moved, or Terminated the business

Personal Property Data

Business Closed/Sold/Moved

Business Data

Company Reporting & Pers..

Lessor's Listing Report

Lessee's Listing Report

Taxable Assets

Exemption

Finalize

Unique ID: 14202425 Name: HAPPY DENTAL

Home > Business Information > Business Closed/Sold/Moved

Business Closed/Sold/Moved

If you no longer own this business or personal property assessed in your name last year, you do not need to file assets with this declaration. You must, however, provide information related to you moved the business (see 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.

Business Status (Please specify one of the following)



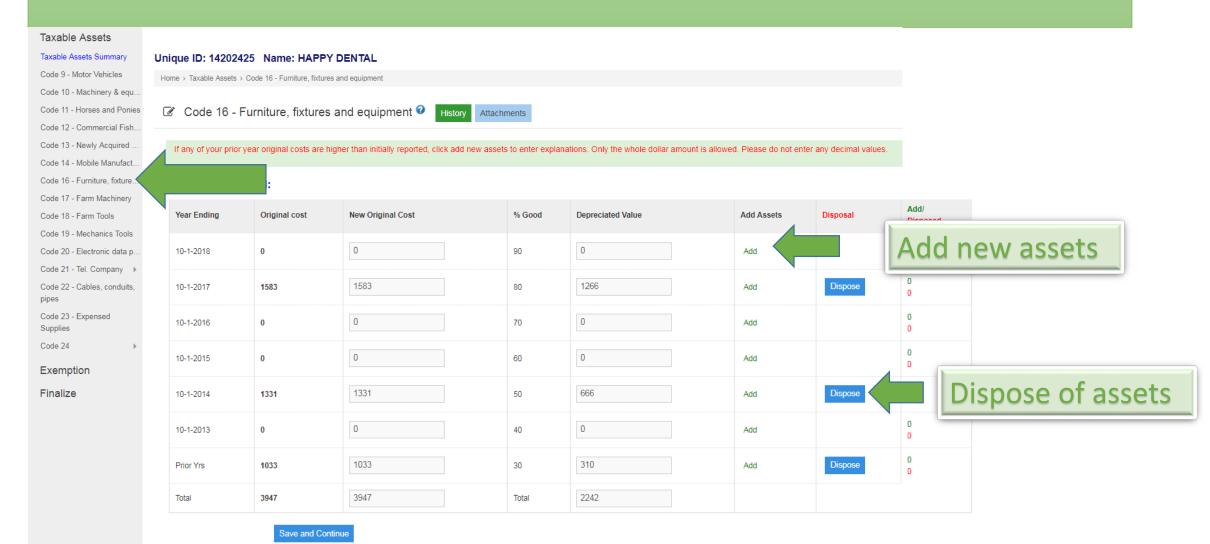
Save and Continue

CAMA Home

If you sold, moved out of town, or closed the business, you may need to provide more information to the assessor's office, such as a Dissolution of Business or Bill of Sale. Contact the assessor for required proofs. Dispose of all your assets if you want to file a zero declaration.

Taxable Assets

Click to expand the menu. Click on a description to edit the assets for that category of equipment.



Add Assets

Click the Add button to enter new assets. Then enter the original cost of the items(reason is optional). Once you have saved the Added Asset, click BACK when done. Use DELETE if you need to remove the Added Asset.

DISCLAIMER: Please enter either a lump sum amount for the entire year OR as much detail for each individual asset as you like. Year: 2018 Original Cost: 1500 Reason for changing assets (Max 3000 characters): You have 3000 characters Save and Continue

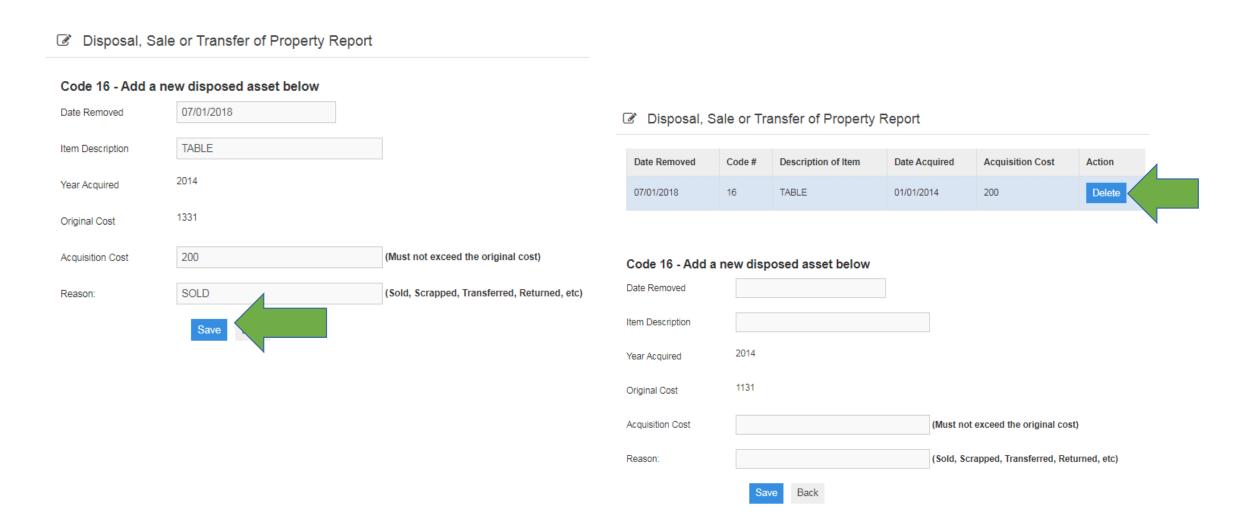
Add/Edit New Taxable Assets

DISCLAIMER:
Please note that you can only edit prior years costs when there is either a transfer of assets in or out from another location or if there was an input error from the prior year. For any other changes due to the deletion of any assets, please use the DISPOSE function on the prior screen.

Record Year	Acquisition Date	Code	Year Applied	Description	Units	Cost	Action
2018	10/01/2018	16 - FURNITURE & FIXTURES	2018	ADD NEW ASSETS	1	1500	Delete

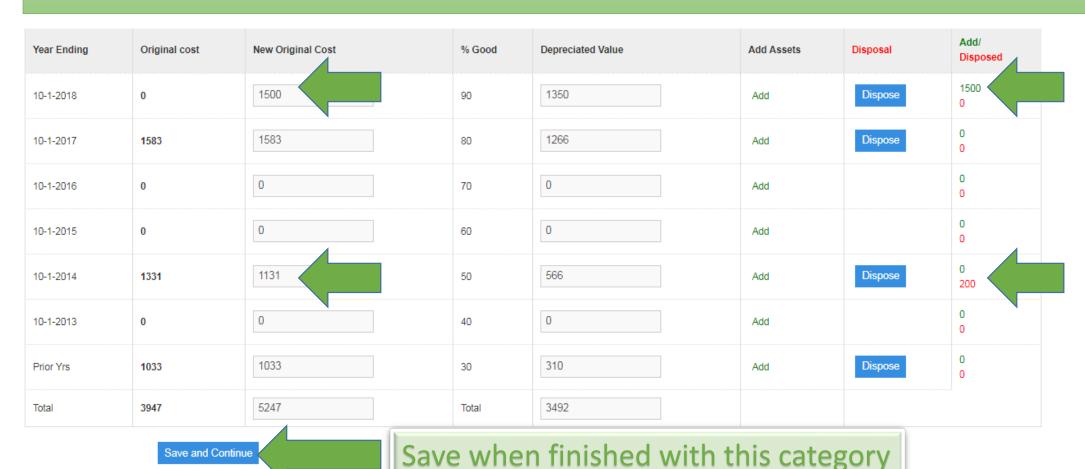
Dispose Assets

If you disposed of equipment for that year, click the DISPOSE button. Then enter the original cost of the items disposed and a reason. Once you have saved the disposal, click BACK when done. Use DELETE if you need to remove the disposal.



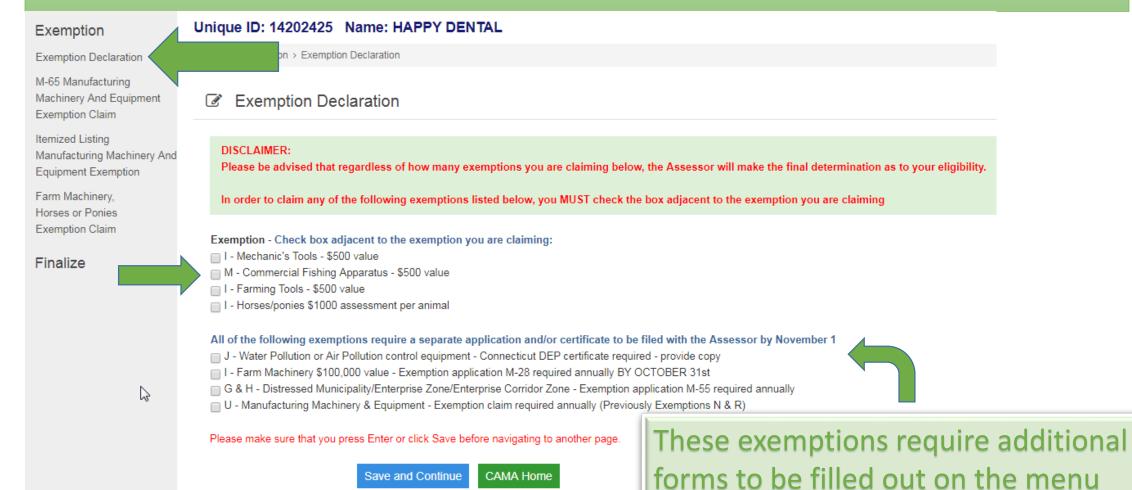
Taxable Assets

The Original Cost will always show the starting point and will remain unchanged. The New Original Cost will be changed to reflect the disposal and the add. You can click on the Add or Disposed buttons to remove any of the Adds or Disposals if needed.



Claim Exemptions

Click the Exemption menu if you need to claim an assessment exemption. Check the appropriate boxes and Save and Continue. Fill out the additional exemption forms if required.

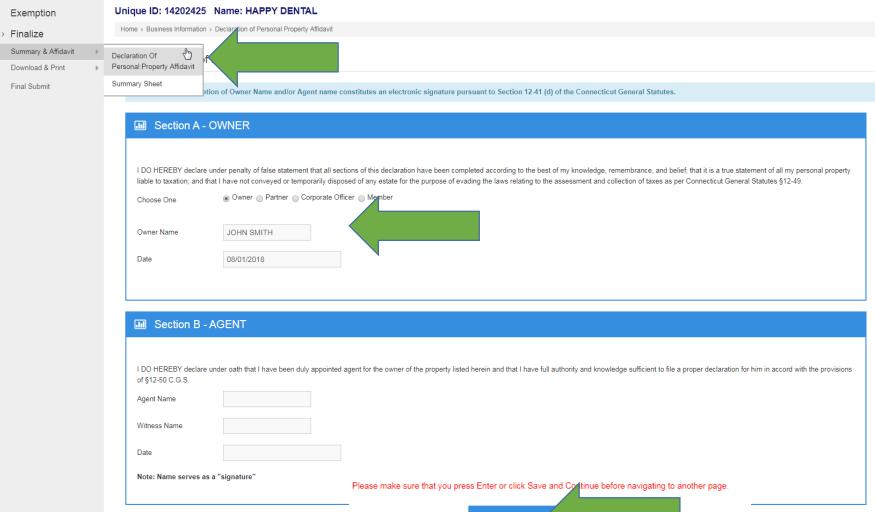


CAMA Home

Save and Continue

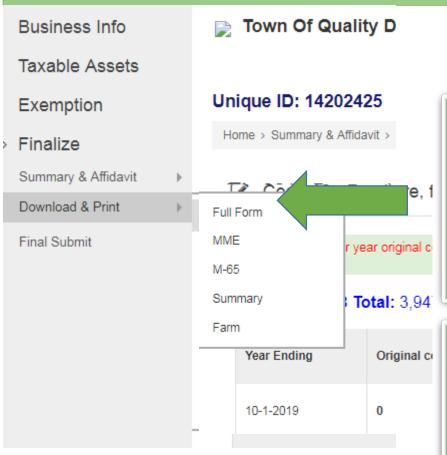
Finalize E-sign

When you are finished, click on the Affidavit page and fill out section A or section B.



Download Copies

At any time you can download the PDF forms for review. They will also be emailed to you when you submit.

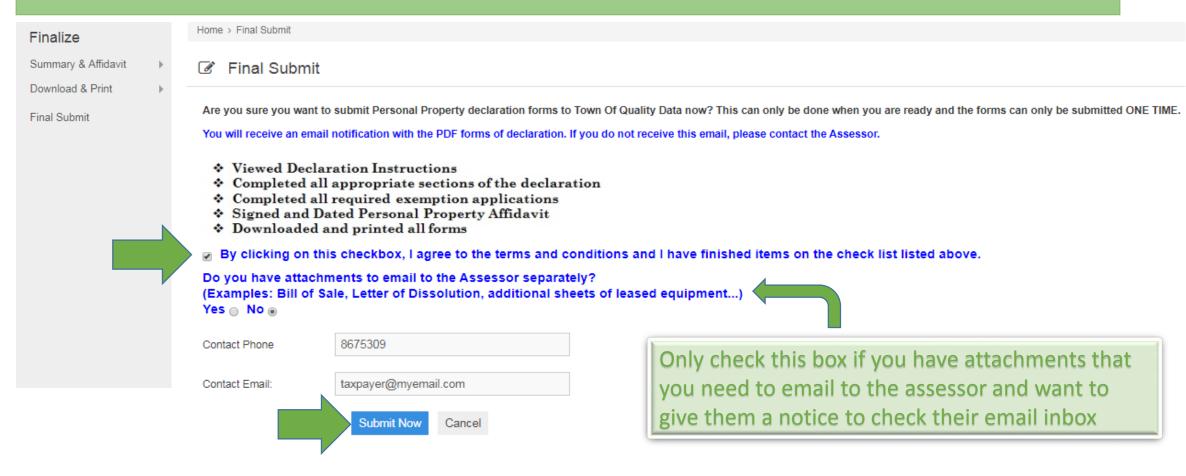


There will be red letters across the PDF if you have not submitted the forms yet. For final copies, download after submit or wait for the email after submit.

The Disposals Added and Taxable Added are overflow sheets if you have items that don't have enough room to print on the main form

Final Submit

When you are completely finished, read the final instructions on the Submit page. Once you click on submit, the forms can no longer be edited since they will be officially filed with the Town. Confirmation of submission will be emailed to you with PDF copies of your forms. Contact Phone and Email are required in case the assessor needs to discuss the filing.



FAQ

- I filed online last year, do I need to register again this year? Yes, registration is only good once a year for security reasons. Every year you must register again with a new access code. Once registered, you can log in as many times as you want until the filing period is over.
- What if I am not finished and can't submit the form right now? You don't have to finish your filing in one sitting. Save your progress and return later to finish. But remember there is a deadline!
- I have an access code for one business but not for another one I own You may have an access code for only one of your businesses if the Town has only sent out codes to a select group of businesses.
- Do I need a login for each Town that I e-file in? Yes, each Town is treated as a separate database so you must register your email in each respective town where your businesses are located.
- The online figures for my business are not correct at all If you did not file a declaration form last year with the assessor, the online figures you see are most likely estimated assessments from last year. You can use Dispose for each asset year to remove the prior estimated figure.
- My business closed after October 1st of this calendar year You are still responsible for filing a form this year with the assets you had up to that date. Make sure to fill out the date you closed so that the assessor's office knows not to send you a form next year.
- I moved to another town. Do I need to file? Yes, fill out the Business Status page with a date and address where to the business moved. Depending on the date of the move you may still be responsible for filing assets with this town.