

How to File Business Personal Property Forms Online

- Register
- Login
- Update Business Info & Status
- Add New Assets
- Dispose Assets
- Claim Exemptions
- E-Sign Affidavit
- Print Forms
- Submit Forms Online
- 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 security reasons, the email and password you may have used last year are no longer available. You must provide your email and select a **new** 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](#).



Click Here to Register



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 Email Address

✓ JohnSmith@email.com

Confirm Email

✓ JohnSmith@email.com

Create password (No special characters allowed)

✓

Confirm password

✓

ACCESS CODE

provide by your municipality

123456

[See Access Code example here!](#)



Register

Got a password already?

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

Filing Requirement: [View Declaration Instructions](#)

1. Verify existing account information. [Personal Property Data](#). Update any information as needed and click [Save and Continue](#).
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 of Personal Property Affidavit](#).
6. I have completed my declaration, go to FINALIZE.

Summary of Assets
Declared Last Year



 Taxable Assets

Code	Description	2017 Original Cost	2018 Original Cost
10	MACHINERY & EQUIPMENT	192480	192480
16	FURNITURE, FIXTURES AND EQUIPMENT	175000	175000
23	SUPPLIES.....	5000	5000

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.

The screenshot displays a web application interface. At the top, a blue navigation bar contains the following items: Home, Business Info, Taxable Assets, Exemption, Summary, and Finalize. A question mark icon is located to the right of the Finalize menu. A dropdown menu is open under the Finalize menu, showing three options: Download & Print, Final Submit, and Contact Assessor. A green arrow points to the Contact Assessor option. Below the navigation bar, the main content area shows a document icon and the text "Town Of Quality Data - Town Code: 99". Below this, the text "Unique ID: 14202425 Name: HAPPY DENTAL" is visible. A popup window is open, displaying the following contact information:

<i>Assessor:</i>	John Smith
<i>Phone #:</i>	203-123-4567
<i>Email:</i>	assessor@town.gov
<i>Address:</i>	123 Main Street, Anytown, CT

A "CLOSE X" button is located in the bottom right corner of the popup window.

Business Info

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

Home ≡ Business Info ▾ Taxable Assets ▾

- Business Info
- Taxable Assets
- Exemption
- Finalize

Unique ID: 1600000

≡ Welcome

Unique ID / Access Co
150000096

Click this to expand the category

Home ≡ Business Info ▾ Taxable Assets ▾

- Business Info
- Personal Property Data
- Business Closed/Sold/Moved
- Business Data
- Company Reporting & Pers...
- Lessor's Listing Report
- Lessee's Listing Report
- Taxable Assets
- Exemption
- Finalize

Town Of Quality

Unique ID: 16000004

≡ Welcome

Unique ID / Access Cod
150000096

Filing Requirement: ▾

1. Verify existing account i

Update Business Info

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

Business Info

Personal Property Data

Business Closed/Sold/Moved

Business Data

Company Reporting & Pers...

Lessor's Listing Report

Lessee's Listing Report

Taxable Assets

Exemption

Finalize

 Town Of Quality Data - Town Code: 999

Unique ID: 14202425 Name: HAPPY DENTAL

Home > Business Information > Personal Property Declaration

 2018 Personal Property Declaration

List or Account Number 14202425 

Owner's Name

DBA

Care Of

Location Number

Property location

Mailing Address

City

State

Zip Code

Phone Number ex. 2034456666

Email

Please make sure that you press Enter or click Save before navigating to another page.

Save and Continue

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)

Still in Business in this Town ▼
Still in Business in this Town
Sold Business
Moved Business out of Town
Terminated Business

or click Save before navigating to another page

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.

Taxable Assets

[Taxable Assets Summary](#)

Code 9 - Motor Vehicles

Code 10 - Machinery & equ...

Code 11 - Horses and Ponies

Code 12 - Commercial Fish...

Code 13 - Newly Acquired ...

Code 14 - Mobile Manufact...

Code 16 - Furniture, fixture...

Code 17 - Farm Machinery

Code 18 - Farm Tools

Code 19 - Mechanics Tools

Code 20 - Electronic data p...

Code 21 - Tel. Company ▶

Code 22 - Cables, conduits, pipes

Code 23 - Expensed Supplies

Code 24 ▶

Exemption

Finalize

Unique ID: 14202425 Name: HAPPY DENTAL

Home > Taxable Assets > Code 16 - Furniture, fixtures and equipment

Code 16 - Furniture, fixtures and equipment

History

Attachments

If any of your prior year original costs are higher than initially reported, click add new assets to enter explanations. Only the whole dollar amount is allowed. Please do not enter any decimal values.

Year Ending	Original cost	New Original Cost	% Good	Depreciated Value	Add Assets	Disposal	Add/ Disposal
10-1-2018	0	<input type="text" value="0"/>	90	<input type="text" value="0"/>	Add		
10-1-2017	1583	<input type="text" value="1583"/>	80	<input type="text" value="1266"/>	Add	Dispose	0 0
10-1-2016	0	<input type="text" value="0"/>	70	<input type="text" value="0"/>	Add		0 0
10-1-2015	0	<input type="text" value="0"/>	60	<input type="text" value="0"/>	Add		0 0
10-1-2014	1331	<input type="text" value="1331"/>	50	<input type="text" value="666"/>	Add	Dispose	
10-1-2013	0	<input type="text" value="0"/>	40	<input type="text" value="0"/>	Add		0 0
Prior Yrs	1033	<input type="text" value="1033"/>	30	<input type="text" value="310"/>	Add	Dispose	0 0
Total	3947	<input type="text" value="3947"/>	Total	<input type="text" value="2242"/>			

Save and Continue

Add new assets

Dispose of assets

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.

Add/Edit New Taxable Assets

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:

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.

✎ Disposal, Sale or Transfer of Property Report

Code 16 - Add a new disposed asset below

Date Removed

Item Description

Year Acquired 2014

Original Cost 1331

Acquisition Cost (Must not exceed the original cost)

Reason: (Sold, Scrapped, Transferred, Returned, etc)

Save

✎ Disposal, Sale or Transfer of Property Report

Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost	Action
07/01/2018	16	TABLE	01/01/2014	200	Delete

Code 16 - Add a new disposed asset below

Date Removed

Item Description

Year Acquired 2014

Original Cost 1131

Acquisition Cost (Must not exceed the original cost)

Reason: (Sold, Scrapped, Transferred, Returned, etc)

Save

Back

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.

Year Ending	Original cost	New Original Cost	% Good	Depreciated Value	Add Assets	Disposal	Add/ Disposed
10-1-2018	0	1500	90	1350	Add	Dispose	1500 0
10-1-2017	1583	1583	80	1266	Add	Dispose	0 0
10-1-2016	0	0	70	0	Add		0 0
10-1-2015	0	0	60	0	Add		0 0
10-1-2014	1331	1131	50	566	Add	Dispose	0 200
10-1-2013	0	0	40	0	Add		0 0
Prior Yrs	1033	1033	30	310	Add	Dispose	0 0
Total	3947	5247	Total	3492			

Save and Continue

Save when finished with this category

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.

Exemption Unique ID: 14202425 Name: HAPPY DENTAL

Exemption Declaration > Exemption Declaration

M-65 Manufacturing Machinery And Equipment Exemption Claim

Itemized Listing Manufacturing Machinery And Equipment Exemption

Farm Machinery, Horses or Ponies Exemption Claim

Finalize

Exemption Declaration

DISCLAIMER:
Please be advised that regardless of how many exemptions you are claiming below, the Assessor will make the final determination as to your eligibility.

In order to claim any of the following exemptions listed below, you MUST check the box adjacent to the exemption you are claiming

Exemption - Check box adjacent to the exemption you are claiming:

- I - Mechanic's Tools - \$500 value
- M - Commercial Fishing Apparatus - \$500 value
- I - Farming Tools - \$500 value
- I - Horses/ponies \$1000 assessment per animal

All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by November 1

- J - Water Pollution or Air Pollution control equipment - Connecticut DEP certificate required - provide copy
- I - Farm Machinery \$100,000 value - Exemption application M-28 required annually BY OCTOBER 31st
- G & H - Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption application M-55 required annually
- U - Manufacturing Machinery & Equipment - Exemption claim required annually (Previously Exemptions N & R)

Please make sure that you press Enter or click Save before navigating to another page.

[Save and Continue](#) [CAMA Home](#)

These exemptions require additional forms to be filled out on the menu

Finalize E-sign

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

Exemption

Unique ID: 14202425 Name: HAPPY DENTAL

Home > Business Information > Declaration of Personal Property Affidavit

> Finalize

- Summary & Affidavit
- Download & Print
- Final Submit

Declaration Of Personal Property Affidavit

Summary Sheet

Declaration of Owner Name and/or Agent name constitutes an electronic signature pursuant to Section 12-41 (d) of the Connecticut General Statutes.

Section A - OWNER

I DO HEREBY declare under penalty of false statement that all sections of this declaration have been completed according to the best of my knowledge, remembrance, and belief; that it is a true statement of all my personal property liable to taxation; and that I have not conveyed or temporarily disposed of any estate for the purpose of evading the laws relating to the assessment and collection of taxes as per Connecticut General Statutes §12-49.

Choose One Owner Partner Corporate Officer Member

Owner Name

Date

Section B - AGENT

I DO HEREBY declare under oath that I have been duly appointed agent for the owner of the property listed herein and that I have full authority and knowledge sufficient to file a proper declaration for him in accord with the provisions of §12-50 C.G.S.

Agent Name

Witness Name

Date

Note: Name serves as a "signature"

Please make sure that you press Enter or click Save and Continue before navigating to another page.

Save and Continue

Download Copies

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

The screenshot shows a web application interface for 'Town Of Quality D'. On the left is a vertical navigation menu with the following items: Business Info, Taxable Assets, Exemption, Finalize (with a right-pointing arrow), Summary & Affidavit (with a right-pointing arrow), Download & Print (with a right-pointing arrow and highlighted), and Final Submit. The main content area shows the title 'Town Of Quality D', a 'Unique ID: 14202425', and a breadcrumb trail 'Home > Summary & Affidavit >'. Below this is a dropdown menu with options: Full Form (indicated by a green arrow), MME, M-65, Summary, and Farm. To the right of the dropdown, a table is partially visible with columns 'Year Ending' and 'Original c'. The table contains one row with '10-1-2019' and '0'. A blue text label 'Total: 3,94' is also visible.

Year Ending	Original c
10-1-2019	0


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.

Home > Final Submit

 Final Submit

Are you sure you want to submit Personal Property declaration forms to Town Of Quality Data now? This can only be done when you are ready and the forms can only be submitted **ONE TIME**.
You will receive an email notification with the PDF forms of declaration. If you do not receive this email, please contact the Assessor.

- ❖ Viewed Declaration Instructions
- ❖ Completed all appropriate sections of the declaration
- ❖ Completed all required exemption applications
- ❖ Signed and Dated Personal Property Affidavit
- ❖ Downloaded and printed all forms

By clicking on this checkbox, I agree to the terms and conditions and I have finished items on the check list listed above.

Do you have attachments to email to the Assessor separately?
(Examples: Bill of Sale, Letter of Dissolution, additional sheets of leased equipment...)

Yes No

Contact Phone:

Contact Email:

Only check this box if you have attachments that you need to email to the assessor and want to give them a notice to check their email inbox

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.