

TOWN OF DOVER-FOXCROFT
ASSESSOR'S OFFICE
48 Morton Avenue Suite A
Dover-Foxcroft, ME 04426
(207) 564-3318, Ext. 24
Fax (207) 564-3621
www.dover-foxcroft.org

April 1, 2019

Re: Information Request from business property owner.

Dear Business Owner:

This letter serves two purposes.

One. Possible Tax Exemption (Business Equipment Tax Exemption or BETE)

Business equipment that was installed or in place on or before before April 1, 2007 is taxable. Certain, but not all, business equipment installed after April 1, 2007 with proper application is exempt from taxation. This exemption is not automatic. The business has to apply for the exemption. **Please note that a new application is required each year for all equipment that the taxpayer is applying to be exempt from taxation.**

Office furniture and fixtures are taxable. Retail property is taxable. Business equipment owned by a public utility, a radio paging service, mobile telecommunications services, a cable television company, satellite based tv broadcast services, and gambling equipment remain taxable. Equipment used in energy plants producing energy primarily for sale are taxable.

Other new business equipment placed in service after April 1, 2007 is exempt from taxation with proper application. Equipment qualifying for the exemption would include manufacturing equipment, farm or timber harvesting equipment, unexcised construction equipment, non-retail office machines and computer processing equipment.

If you think that you have equipment that qualifies for this exemption, we have enclosed the State of Maine application form. Directions for application are on the back of the form. Please copy the form if you need additional lines to report equipment that you think qualifies for this exemption. Please complete and return this exemption application by June 1, 2019. The directions on the back of the application (number 2, 3, 4, and 5) give guidance on what equipment does and does not qualify for the exemption. There is some additional guidance available on line at www.maine.gov/revenue/propertytax/homepage.html. Click on the Business Equipment Tax Exemption Program (BETE).

Two. Request for business equipment listing pursuant to Title 36 Section 706A.

Maine law provides that the personal property associated with a business is subject to property taxation. Maine law also provides that the assessors may request a list from taxpayers listing the property that is subject to taxation.

We are requesting a listing from you of personal property associated with your business that is subject to taxation. You are required to report annually, a complete itemized listing of all business owned on April 1 used in the operation of your business. Costs reported on this list should include all relevant costs to make this equipment operational in your business including transportation and installation and should not be reduced by depreciation. All items physically present should be reported even though they may be fully depreciated for IRS and business accounting purposes. If there are items which are present, but not functional, please note this on the report.

To assist you in accurately reporting this list, we have listed examples of the types of personal property that are subject to taxation in the State of Maine at the bottom of this letter. On the enclosed form, please indicate whether the item was purchased

as a new item or if it was used. Please list the date of purchase, a brief description of the item, a model number if readily available and appropriate, the actual or approximate year of manufacture, and the purchase price. The purchase price should include any necessary installation cost to make the item operable in your place of business. On the back of the list, please list any leased equipment located at your place of business.

Also to assist you, if you are an existing account, we have enclosed a list of the equipment that you were taxed for in 2018. If it is more convenient for you, you may start with this listing in completing this request. Please draw a line through all items removed from the enclosed list and use the blank form to report any additions to your business equipment.

Your cooperation in providing this information will assure a fair and equitable assessment of your business equipment. Please return the list to the Dover-Foxcroft Assessor's Office by June 1, 2019. This request is made in accordance to Maine law, Title 36, Section 706A, which provides that failure to provide a listing of property to the assessor shall bar the taxpayer's right to appeal his or her valuation.

Yours truly,

William Van Tuinen
Assistant to Assessors

EXAMPLES OF PERSONAL PROPERTY SUBJECT TO PERSONAL PROPERTY TAXATION IN THE STATE OF MAINE

This is not an exhaustive listing of the kinds of personal property, associated with a business in the State of Maine, that are subject to property taxation. These examples are meant to be illustrative of the types of properties that are taxed.

Office furniture, such as tables, chairs, desks, file cabinets, etc.

Office equipment, such as telephones, printers, computers, copiers, fax machines, etc.

Motel furniture and fixtures such as beds, chairs, stands, televisions, etc.

Store furniture and fixtures, such as shelving, displays, cash registers, coolers, freezers, racks, check out stands, etc.

Bank equipment such as teller equipment, vault doors, safes, automatic teller machines, etc.

Medical and dental equipment, such as examination tables, dental chairs, x-ray machines, lab equipment, etc.

Manufacturing equipment used in the manufacture of a product.

Service Station equipment such as lifts or hoists, compressors, diagnostic equipment, tire changers, etc.

Restaurant furniture and equipment such as tables, chairs, stoves, ovens, coolers, hoods, freezers, food preparation tables, etc.

Rental Equipment, such as specific pieces of equipment that are rented out to customers in a business that rents to customers. This includes VCR tapes rented to customers.

Vehicles that the owner does not pay an excise tax on, such as tractors, forklifts, backhoes, bulldozers, trailers, etc. (Please note that an excise tax is not paid on a trailer even if it is registered.)

Vending equipment, such as beverage machines, candy machines, change machines, etc.

Games or Game Machines used in a business, such as a coin operated video machine, a pinball machine, pool table, etc.

Professional Libraries.

Equipment used by contractors, masons, or landscapers, such as; power tools, staging, etc

Signs.