

Property Schedule Form 706-A
City of Auburn, Maine
 Due April 15, 2020

In accordance with MRS TITLE 36, § 706-A, The City of Auburn hereby gives notice that you must file a “true and perfect” list of your business assets on or before **APRIL 15, 2020** with the **ASSESSOR’S OFFICE, 60 COURT STREET, SUITE 104, AUBURN, ME 04210** or electronically by e mail to **assessing@auburnmaine.gov**. For assistance please call 207-333-6600, ask for the assessing office.

Business Name
 Business DBA
 Address
 City, State, ZIP

Physical Location of Property: _____

Important:

- ⇒ **If you do not file a return, you will waive your right to an appeal and may be subject to growth factors.**
- ⇒ **If your business has closed, you must notify this office in writing.**

Instructions:

- **Asset List** –Please provide an itemized asset list of: Machinery and Equipment (M&E), Computers (C), Furniture and Fixtures (F&F), Trailers (T)and Signs (S). A complete list must be filed in order to comply with this 706-A request. Use the form provided or create a comparable substitute to submit your return. See our website for a sample filing form.
- **Trailers** –Non-excised trailers are to be reported. If excise tax has been paid on any trailer, it need not be reported. **Registered and non-registered trailers that no excise tax was paid must be reported.**
- **Do not include** the following on the asset list: Real estate, taxes, building costs, shipping or handling costs, etc. Only tangible items of personal property should be listed.
- **Leased Equipment** - If you are in possession of leased equipment (e.g. photocopier, postage machine, forklift) list those items separately. Provide the name of the leasing company and lessor’s contact information (telephone number, email etc.). **Leased equipment will be assessed to the party in possession if we do not have accurate contact information for the party responsible for taxes.**

| 2019 Depreciation Schedule | | | | |
|----------------------------|-----|-----|-----------|----------|
| Year | M&E | F&F | Computers | Trailers |
| 2020 | 94% | 95% | 84% | 94% |
| 2019 | 88% | 90% | 68% | 88% |
| 2018 | 82% | 80% | 52% | 82% |
| 2017 | 76% | 70% | 36% | 76% |
| 2016 | 70% | 60% | 20% | 70% |
| 2015 | 64% | 50% | 20% | 64% |
| 2014 | 58% | 40% | 20% | 58% |
| 2013 | 52% | 30% | 20% | 52% |
| 2012 | 46% | 30% | 20% | 46% |
| 2011 | 40% | 30% | 20% | 40% |
| 2010 | 34% | 30% | 20% | 34% |
| 2009 | 28% | 30% | 20% | 28% |
| 2008 | 22% | 30% | 20% | 22% |
| Prior | 20% | 30% | 20% | 20% |

The City of Auburn uses un-trended original basis cost. We apply the depreciation to your assets as submitted. Please report only original costs – DO NOT DEPRECIATE YOUR ASSETS on the filing form.

Personal Property Tax Relief

Business owners who pay personal property taxes may be eligible for relief. There are two property tax relief programs that are presently available:

- The Business Equipment Tax Exemption Program (BETE) and
- The Business Equipment Tax Reimbursement Program (BETR).

BETE (exempt) assets should not appear on this filing form. Contact our office or the *Maine Revenue Services* for a BETE application. Your BETR (refund) eligible assets will be reported on this form.
 Note: BETE eligibility was *expanded in 2018*.
Visit Maine Revenue Services or the City of Auburn website for more information!

Detailed instructions, tips, samples and electronic filing forms can be found on our website:

<http://www.auburnmaine.gov/pages/government/assessing>

706-A Capital Asset List – Schedule of Business Equipment

*Use this form or a comparable substitute to submit your list of assets **by April 15, 2020***

Instructions

1. Categorize and list by asset type
2. Describe each asset under that category
3. State the asset age (year)
4. List the **original** cost of each asset
5. Subtotal each year by asset type (example: cost of all furniture and fixtures purchased in 2018)

Asset Types

- Furniture & Fixtures (F&F), Signs (S)
- Computers (C)
- Machinery & Equipment (M&E)
- Trailers, non-excised (T)

| Asset Type | Asset Description | Year | Original Cost | Asset Type Subtotal by Year |
|------------------|-------------------|------|---------------|-----------------------------|
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| Total(s): | | | | |

Use additional pages if necessary. Form also available in excel format.

Filer Signature: _____ Print name: _____
 Preparer Signature _____ Print name: _____
 (if different): _____
 Preparer Phone: _____ Preparer e mail: _____
 Date Signed: _____