January 2022

Dear Taxpayer,

Per state law a **Form of List** is required to be submitted to the Board of Assessors by all businesses each year detailing all taxable equipment and inventory as stated by Massachusetts General Laws Chapter 59, Section 29, by March 1st. For your convenience forms are available in the assessor’s office and can be downloaded from our webpage at georgetownma.gov/assessors-office or from the mass.gov website. Please **complete** this form, sign the back, and return it to the Assessor’s Office not later than **March 1, 2022**.

If you are no longer in business in the Town of Georgetown, please indicate the date of dissolution at the top of the Form of List, sign the form and return it to the Assessor’s Office to prevent receiving future bills. If you sold the business, please give the date of sale and the name and mailing address of the new owner and, in both cases, file the appropriate paperwork with the Town Clerk.

\*\*\* **Please Note: Assessments for personal property are as of January 1st of each year. If you dissolved or sold the business after January 1, 2022, you are still responsible for the personal property bill for the entire Fiscal Year 2023. Please bring this to your attorney’s attention prior to closing or selling any business. Also, you should file changes to your business status or dissolution with the Town Clerk.**

Please take the time to complete the Form of List. Indicate any additions or deletions that occurred during calendar year 2021 and provide, if applicable, any supporting documentation (i.e. purchase & sales, appraisal, etc.). You may also attach a list or schedule. As this is a generic form you may include a narrative description of your business. In certain cases, such as Home-Based Businesses, we will use a valuation model that will include typical business equipment and furniture. Simply declare “Home-based Business” on the form and we will apply the model. It would also be helpful to provide contact information, including email address, should we need additional information. This will help us to assess you correctly. If you have any questions, do not hesitate to call the Assessor’s Office.

**Failure to complete and return, or returning a blank form may result in an estimation of your Personal Property that cannot be appealed.**

To insure accuracy, we are required by law to visit and inspect Personal Property so your cooperation will be appreciated during these periodic inspections.

Thank you for your cooperation.

Very truly yours,

THOMAS BERUBE, MAA

Director of Assessing