

# Annual Personal Property Declaration to Glocester, R.I. as of 12/31/2023

**The Law is Mandatory – A return must be filed (RIGL 44-5-15, as amended)**  
**Mail this form to: Glocester Tax Assessor, 1145 Putnam Pike, P.O. Box B, Chepachet, Rhode Island 02814**  
**Historic Villages of Glocester include Chepachet, Harmony and West Glocester.**

For your convenience, we have supplied you with this form for the declaration of taxable property located in Glocester, Rhode Island. Per Rhode Island General Laws (§44-5-15 & 16), taxable property must be declared to the Assessor between **DECEMBER 31, 2023 and JANUARY 31, 2024**. If a taxpayer is unable to make such declaration within the prescribed time, they may submit written notice, prior to **JANUARY 31, 2024**, of intention to submit declaration by **MARCH 15, 2024**. **Failure to file a true and exact account, within the prescribed time, may affect your right to appeal and may result in an increased assessment.** No amended returns will be accepted after MARCH 15<sup>th</sup>.

Ownership, DBA, or Mailing Address Corrections:

I, \_\_\_\_\_ My Residence Is: \_\_\_\_\_  
 (Name)

(Title) I am responsible for the \_\_\_\_\_  
 information contained within this form. Daytime Phone # \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Give a Full, General Description of Your Business Operation:**

Mfg.     Wholesale     Retail     Other: \_\_\_\_\_

Number of Employees as of December 31 \_\_\_\_\_ Square Feet Occupied \_\_\_\_\_

Do you own or lease the space occupied? \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

**Ownership:**  Corporation     Co-Partnership     Individual     Other \_\_\_\_\_

NAME(s): \_\_\_\_\_  
 Business Name / DBA: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**Disposals – Please list all previously taxed assets that have been removed from the Jurisdiction. If you need additional space, attach addendum.**

CLASS	YEAR ACQUIRED	ITEM DESCRIPTION	ITEM COST

**SECTION 1 REAL ESTATE OWNED**

If You Need Additional Space Attach Addendum

LOCATION & DESCRIPTION	Assessor's		Claimed Full Value	
	Plat(s)	Lot (s)	Land	Improvements

An addendum is enclosed on the last page. If you are unsure which class your equipment belongs to, please itemize and list all assets on the addendum page. If more space is needed, please use multiple pages.

**SECTION 2 CLASS I – SHORT LIFE EQUIPMENT (AS DEFINED BY RIGL §44-5-12.1)**

All PC computers, peripherals and computer software should be reported in this category. **Manufacturers:** Please include all assets NOT used directly in the actual manufacturing process. **IMPORTANT** – Be sure to declare all assets still in use even though fully depreciated on your books. All equipment that you rent, lease or consign is to be listed only on the last page of this form in the appropriate section.

Calendar Year Purchased	Acquisition Cost	Depreciation Rate	Declared Value	Assessor's Use Only
2023		5%		
2022		20%		
2021		40%		
2020		70%		
2019 & Prior		80%		
<b>TOTALS</b>				

**SECTION 3 CLASS II – MID-LIFE EQUIPMENT**

List by year the total acquisition cost for all furniture, fixtures, equipment, signs, and **unregistered vehicles** owned by you that are used in conducting operations of any retail, wholesale, service, contracting, professional, or other type of business that have an economic life between 6 and 12 years. **Manufacturers:** Please include all assets NOT used directly in the actual manufacturing process.

**IMPORTANT** – Be sure to declare all acquisitions still in use, even though fully depreciated on your books.

*Rented, leased, or consigned assets are to be listed in Section 8. All computer equipment should be listed in Section 2.*

Calendar Year Purchased	Acquisition Cost	Depreciation Rate	Declared Value	Assessor's Use Only
2023		5%		
2022		10%		
2021		20%		
2020		30%		
2019		40%		
2018		50%		
2017		60%		
2016 & prior		70%		
<b>TOTALS</b>				

**SECTION 4 CLASS III – LONG LIFE ASSETS**

List by year the total acquisition cost for all assets that have an economic life of 13 years or more. **Manufacturers:** Please include all assets NOT used directly in the actual manufacturing process. **IMPORTANT** – Be sure to declare all acquisitions still in use, even though fully depreciated on your books. *Rented, leased, or consigned assets are to be listed in Section 8. DO NOT duplicate assets reported in Sections 2 and 3.*

Calendar Year Purchased	Acquisition Cost	Depreciation Rate	Declared Value	Assessor's Use Only
2023		5%		
2022		10%		
2021		15%		
2020		20%		
2019		25%		
2018		30%		
2017		35%		
2016		40%		
2015		45%		
2014		50%		
2013		55%		
2012		60%		
2011		65%		
2010 & Prior		70%		
<b>TOTALS</b>				

**SECTION 5 BUILDINGS & IMPROVEMENTS ON LEASED LAND**

Property Address: \_\_\_\_\_

Plat \_\_\_\_\_ Lot \_\_\_\_\_

Property Used For: \_\_\_\_\_

CLAIMED FULL VALUE:

Name of Landowner: \_\_\_\_\_

\$ \_\_\_\_\_

**SECTION 6 SUPPLIES**

Average **monthly** supplies at cost (FIFO method) \$ \_\_\_\_\_ (do not include inventory)

**SECTION 7 MANUFACTURER INVENTORIES WHICH YOU CLAIM EXEMPT**

INVENTORY IS NO LONGER TAXABLE IN RHODE ISLAND

**SECTION 8 LEASED / RENTED / CONSIGNED / LOANED TANGIBLE PERSONAL PROPERTY**

*This Section is to be used by ALL businesses INCLUDING MANUFACTURERS.*

Owner / Address	Item Description	Cost New	Lease Term	Monthly Rent	Lease #

**SECTION 9 TANGIBLE PROPERTY LEASED OR RENTED TO OTHERS**

If you owned any items of tangible personal property (except registered motor vehicles) as of **December 31, 2023**, which you leased or rented to others, **attach a separate schedule to this form and report all of the following information for each item:**

Lessee’s name and mailing address, location of property, description of property, your acquisition cost, date of acquisition or installation, date of manufacture, monthly rental or lease income, and dates of lease.

**SECTION 10 LEASEHOLD IMPROVEMENTS**

Fixtures/Equipment, etc. owned by you and attached to or used in real estate owned by others and not reported elsewhere. Leasehold improvements include, but are not limited to, wall paneling, carpeting, tile on walls and floors, ceilings, electrical and plumbing fixtures, partitions, building additions, and the like.

Calendar Year Purchased	Description of Improvement	Improvement Cost	Depreciation Rate	Claimed Full Value	Assessor’s Use Only
2023			5%		
2022			10%		
2021			20%		
2020			30%		
2019			40%		
2018			50%		
2017			60%		
2016 & Prior			70%		
<b>TOTALS</b>					

**If you are no longer in business, please state the date the business closed and the disposition of the former assets of the business, then return the form to us.  
Failure to respond by **January 31, 2024** will result in a **2024** Tax Bill.**

I \_\_\_\_\_ of \_\_\_\_\_ at \_\_\_\_\_  
Business or property owner's name Business name (if applicable) Street location

do certify that on \_\_\_\_\_ said business or property was (select one)

Date

**SOLD TO:** \_\_\_\_\_  
Name Address

**MOVED TO:** \_\_\_\_\_  
Address

**TERMINATED:** Please attach Bill of Sale or Letter of Dissolution to this form.

**LEASING COMPANIES: Please provide a disposition list. If you no longer hold the leases, we need to know where the equipment went – was is sold to lessee, returned to you, other, etc.**

**SECTION 11 SIGN YOUR RETURN AND NOTARIZE**

I do hereby certify and declare that, to the best of my knowledge and belief, the foregoing is a true, exact, and complete list of all real estate and personal property owned by said Corporation, Co-Partnership, or Individual in or ratable in said Town on the said thirty-first day of December, 2023 at 12 o'clock midnight, Eastern Standard Time. The cost placed against each item thereof is the actual cost including all costs such as freight and installation at said time.

**Please  
Sign  
Here**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

On this \_\_\_\_\_ (st/nd/rd/th) day of \_\_\_\_\_ in the year of \_\_\_\_\_,  
\_\_\_\_\_ personally appeared before me and made oath that the foregoing account, by him/her signed and exhibited, contains to the best of his/her knowledge and belief, a true and full account and valuation of all the ratable estate owned or possessed by said corporation, co-partnership, or individual.

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

