

GENERAL INFORMATION

A. WHO MUST FILE A RETURN. A Form of List (State Tax Form 2) must be filed each year by all individuals, partnerships, associations, trusts, corporations, limited liability companies and other legal entities that own or hold taxable personal property on January 1. This may include owners of pipelines and telephone and telegraph companies that are required to file a personal property return with the Massachusetts Department of Revenue under G.L. Chapter 59, Section 38A or 41 and also own other taxable personal property. Individuals owning or holding household furnishings and effects not located at their domicile on January 1 must also file State Tax Form 2HF. Literary, temperance, benevolent, charitable or scientific organizations that may be entitled to an exemption under G.L. Chapter 59, Section 5, Clause 3 must file State Tax Form 3 ABC listing all property they own or hold for those purposes on January 1.

B. WHEN AND WHERE RETURNS MUST BE FILED. Returns must be filed by March 1 with the Board of Assessors in the city or town where the personal property is situated on January 1. If the property has no situs on January 1, it must be listed on a Return filed with the assessors in the city or town where you are domiciled (legal residence or place of business). A Return is not considered filed unless it is complete.

C. EXTENSIONS OF FILING DEADLINE. The Board of Assessors may extend the filing deadline if you can show a sufficient reason for not filing on time. The latest date the filing deadline can be extended is 30 days after the bills are mailed for the fiscal year. Request for an extension must be made in writing to the assessors.

D. PENALTY FOR FAILURE TO FILE OR FILING LATE. If you do not file a Form of List for the fiscal year, the assessors cannot grant an abatement for overvaluation of the personal property for the year. If the Form of List is not filed on time, the assessors can only grant an abatement if you show a reasonable excuse for the late filing or the tax assessed is more than 150% of the amount that would have been assessed if the list had been timely filed. In that case, only the amount over that percentage can be abated. You can avoid this penalty by filing on time.

E. USE OF AND ACCESS TO RETURN. The information in the Return is used by the Board of Assessors to determine the taxable or exempt status of your personal property and, if taxable, its fair market value. You may also be required to provide the assessors with further information about the property in writing and asked to permit them to inspect it. **Personal property information listed in Schedules A-I is not available to the public for inspection under the state public records law. It is available only to the Assessors and Massachusetts Department of Revenue for purposes of administering the tax laws.**