

Town of Westerly - Assessment Department  
45 Broad Street  
Westerly, RI 02891

## Westerly, Rhode Island 2022 Annual Return/Declaration of Personal Property

**Who Should File:** Pursuant to RIGL 44-5-15, all owners of tangible personal property must file. If you no longer own the above-named business or personal property assessed in your name last year, you need only to complete the Affidavit of Personal Property below and return this declaration to the Assessor. If you do not file, the Assessor must assume that you are still operating the business or still own and have failed to declare your tangible personal property and you will be responsible for the tax bill issued.

**Complete:** Complete the entire Annual Return. Writing "Same as last year" is not acceptable. Do not forget the Lessee's listing (Section 6).

**Signature Required:** The owners or their agent shall sign the owners' affidavit (Section 9). All signatures must be duly sworn to and notarized

**Extension:** If a taxpayer is unable to make such declaration within the prescribed time, they may submit written notice, prior to January 31, of their intention to submit the declaration by March 15. Written approval must be given by the Assessment Department.

**\*BEFORE FILING MAKE COMPLETE COPIES FOR YOUR RECORDS. \***

**This Annual Return must be filed no later than:  
JANUARY 31, 2022**

**FAILURE TO FILE A TRUE & FULL ACCOUNT WITHIN THE PRESCRIBED TIME ELIMINATES THE RIGHT TO APPEAL. NO AMENDED RETURNS WILL BE ACCEPTED AFTER MARCH 15<sup>TH</sup>.**

Westerly Assessment Department Hours: 8:30 AM – 4:30 PM (forms available online [www.westerlyri.gov](http://www.westerlyri.gov))

Direct questions concerning Annual Return to the Assessment Department at:

Phone: 401-348-2542

Fax: 401-348-2616

Email: [LHebert@WesterlyRI.gov](mailto:LHebert@WesterlyRI.gov)

<b>AFFIDAVIT OF PERSONAL PROPERTY STATUS</b>		
I, _____ of _____ at _____		
Owner Name	Business Name	Street Address
with regard to said business or property, do so certify that on _____ said business property:		Date
A. Sold To: _____	_____	_____
Name	Address	
B. Moved To: _____	_____	_____
City/Town and State to where moved	Address	
C. Terminated: <b>Attach Bill of Sale or Letter of dissolution to this form and return it with this Affidavit</b>		
_____	Phone #: _____	_____
Signature – Owner	email: _____	_____
Subscribed and sworn to before me this _____ day of _____, _____.		
_____ Notary Public – My Commission expires:		

I, \_\_\_\_\_  
(Name)

My Residence is: \_\_\_\_\_

\_\_\_\_\_  
(Title)

am responsible for the information contained within this form.

My Daytime Phone Number is: \_\_\_\_\_

My email address is: \_\_\_\_\_

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

NAICS # \_\_\_\_\_

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

Number of Employees as of December 31, 2021 \_\_\_\_\_

Square Feet Occupied \_\_\_\_\_

Do you own or lease the space occupied? \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

**Ownership:**  Corporation  Co-Partnership  Individual

NAME(s): \_\_\_\_\_

Business Name / DBA: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**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

**SECTION 2 SHORT LIFE COMPUTER EQUIPMENT ONLY**

**\*\*PLEASE ATTACH A SEPARATE ITEMIZED LIST FOR EACH YEAR\*\***

Please list all short life (PC computer equipment) separately in this section. **Manufacturers** include all equipment **NOT** used directly in the actual manufacturing process. Attach a separate sheet if necessary. *LIST ALL LEASED / RENTED EQUIPMENT IN SECTION 8.*

Calendar Year Purchased	Acquired New or Used?	Acquisition Cost	Depreciation Rate	Claimed Full Value	*Disposed Assets
2021			5%		
2020			20%		
2019			40%		
2018			70%		
2017 & Prior			80%		
<b>TOTALS</b>					

**SECTION 3 TANGIBLE PERSONAL PROPERTY**

**\*\*PLEASE ATTACH A SEPARATE ITEMIZED LIST FOR EACH YEAR\*\***

List by year the total acquisition cost for all furniture, fixtures, equipment, signs and **UNREGISTERED VEHICLES** owned by you that are used in conducting the operations of any retail, wholesale, service, contracting, professional or other type of business that have an economic life between 6 and 12 years.

Manufacturers should only report furniture, fixtures and equipment that are 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. List all leased / rented equipment in Section 8. Be sure to list all computer equipment separately in Section 2.**

Calendar Year Purchased	Acquisition New or Used	Acquisition Cost	Depreciation Rate	Claimed Full Value	*Disposed Assets
2021			5%		
2020			10%		
2019			20%		
2018			30%		
2017			40%		
2016			50%		
2015			60%		
2014 & prior			70%		
<b>TOTALS</b>					

**SECTION 4 LONG LIFE ASSETS**

**\*\*PLEASE ATTACH A SEPARATE ITEMIZED LIST FOR EACH YEAR\*\***

List by year the total acquisition cost for assets that have an economic life of 13 years or more. Manufacturers should only report assets that are 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. LIST ALL LEASED / RENTED EQUIPMENT IN SECTION 8. DO NOT duplicate assets reported in Sections 2 & 3.**

*\*Attach itemized list of disposals including acquisition year and original cost.*

Calendar Year Purchased	Acquisition New or Used	Acquisition Cost	Depreciation Rate	Claimed Full Value	*Disposed Assets
2021			5%		
2020			10%		
2019			15%		
2018			20%		
2017			25%		
2016			30%		
2015			35%		
2014			40%		
2013			45%		
2012			50%		
2011			55%		
2010			60%		
2009			65%		
2008 & 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: \_\_\_\_\_ \$ \_\_\_\_\_  
 Is Lease Recorded? YES \_\_\_\_\_ NO \_\_\_\_\_ Dates of Lease From: \_\_\_\_\_ to \_\_\_\_\_

**SECTION 6 LEASED / RENTED / CONSIGNED***This Section to be used by all businesses***TANGIBLE PERSONAL PROPERTY***INCLUDING MANUFACTURERS*

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

**SECTION 7 TANGIBLE PROPERTY LEASED OR RENTED TO OTHERS**

On December 31, 2022, if you owned any items of tangible personal property (except registered motor vehicles), 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 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 8 LEASEHOLD IMPROVEMENTS****\*\*PLEASE ATTACH A SEPARATE ITEMIZED LIST FOR EACH YEAR\*\***

Fixtures, 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 wall and floors, ceilings, electrical and plumbing fixtures, partitions, building additions and the like.

*\*Attach itemized list of disposals including acquisition year and original cost.*

Calendar Year Purchased	Description of Improvement	Improvement Cost	Depreciation Rate	Claimed Full Value	*Disposed Assets
2021			5%		
2020			10%		
2019			20%		
2018			30%		
2017			40%		
2016			50%		
2015			60%		
2014 & Prior			70%		
<b>TOTALS</b>					

**SECTION 9 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 and complete list of all real estate and personal property owned by said Corporation, Co-Partnership or Individual in or ratable in said Town/City on the said thirty-first day of December, 2021, at 12 o'clock midnight, Eastern Standard time; that the value placed against each item thereof is the full and fair-cash value thereof 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\_\_\_\_\_  
Title\_\_\_\_\_  
Date

On \_\_\_\_\_, \_\_\_\_\_ 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\_\_\_\_\_  
Date

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