

# ***PERSONAL PROPERTY TAX GUIDE:***

## **Why do I have to pay personal property tax?**

Personal property used in a business is subject to taxation under Title 36 of State Law.

## **How do I report my equipment?**

As a business owner or proprietor of a home occupation, you are responsible for reporting an itemized list of business equipment. *Attached is a list to assist you in completing this request.* Under each column list the purchase date and cost of the equipment. Please indicate if the purchase price is for used equipment.

## **What do I report for equipment?**

All equipment used in your business should be listed; furniture, shelving, display racks, machinery, appliances, cargo trailers, and self-propelled vehicles not covered by excise tax prior to commitment.

## **How do I know if I qualify for Business Equipment Tax Exemption program?**

Attached is a BETE application. On the back of the form please read all instructions carefully to make sure you qualify, and if you do, you need to file the form provided. Filing incorrectly could result in a denial of your application.

**New Businesses;** If this is your first time receiving this notice and you have questions. Don't hesitate to call with any questions. I will help you through this process.

## **When am I required to have this list to my Assessor?**

Deadline for filing your equipment list is April 15, 2025

**What happens if I don't file?** You will also lose your *right to appeal* your valuation and your chance for a possible *tax reimbursement* from the State of Maine. The Assessor also will estimate the value of your equipment. This estimate cannot be appealed. It is to your benefit to report your equipment accurately.

## **What if I haven't added any equipment since the prior year?**

Even if you have had no changes, I am requesting a list from every business this year. The purpose is to update existing records. Failure to supply a list will result in me estimating what you have for equipment.

## **What if I am no longer in business?**

You still need to file. Please indicate the date you closed your business and what happened to your equipment; sold, disposed of, given to someone, etc. Please note that if you close your business after April 1<sup>st</sup> you are still obligated to pay your business equipment tax for the fiscal billing period. There is no proration of taxes as assessments are based on April 1<sup>st</sup>, 2025

Please call 207-794-3372 or email [ruth.birtz@lincolnmaine.org](mailto:ruth.birtz@lincolnmaine.org), if you have any questions.

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**PERSONAL PROPERTY REPORTING FORM  
TOWN OF LINCOLN**

*Ruth E Birtz*

*Tax Assessor*

*Fiscal year 2026*

*Taxes Assessed April 1, 2025*

**THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE ASSESSOR'S  
OFFICE NO LATER THAN April 15, 2025  
29 Main Street  
Lincoln, ME 04457  
207-794-3372**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

*Please check the box that applies.*

Individual    Email address \_\_\_\_\_

Corp.        Phone Number \_\_\_\_\_

Partnership

<b>YEAR ACQUIRED</b>	<b>FURNITURE &amp; FIXTURES</b>	<b>MACHINERY &amp; TOOLS</b>	<b>COMPUTERS COPIERS, ETC</b>	<b>TELECOMM PHONES/FAX</b>
2025				
2024				
2023				
2022				
2021				
All prior years				

*IF NECESSARY, YOU MAY ATTACH AN ADDITIONAL LIST OR COMPUTER PRINTOUT OF EQUIPMENT TO THIS FORM.  
We also accept email returns, please send to ruth.birtz@lincolnmaine.org*

**LEASED EQUIPMENT**

<b>LESSOR &amp; ADDRESS</b>	<b>TYPE OF EQUIP.</b>	<b>ORIGINAL COST</b>	<b>DATE ACQUIRED</b>	<b>LEASE TERMS</b>

**FAILURE TO SUBMIT THE REQUESTED  
INFORMATION WILL RESULT IN THE  
LOSS OF ALL RIGHTS TO APPEAL THE  
ASSESSMENT (Title 36, MRSA, section 706)**

The listed and attached information is true and complete, to best of my knowledge and belief.

Date \_\_\_\_\_

\_\_\_\_\_  
*Signature & Title*

*Attached list for equipment with signature of agent is acceptable for reporting equipment that does not qualify for BETE. To submit for BETE consideration the form provided in this packet must be used, and returned by May 12, 2025. Thank you!*