

February 15, 2024

Dear Business Owner:

This letter is to inform you that the Town of Pittsford has, once again, contracted with G&K Associates to assess all taxable business personal property for the assessment date April 1, 2024.

Enclosed is the Business Personal Property Form PVR – 4004 for reporting furniture, fixtures, equipment, machinery, as of April 1, 2024. **This form must be completed and returned on or before April 20, 2024, or 45 days from the mailing of this letter, whichever is later, to the Assessor's office.**

Title 32, Chapter 123 §3618 (1), defines business personal property as follows:

“...tangible personal property of a depreciable nature used or held for use in any trade, professional practice, business transaction, activity or occupation conducted for profit including, without limitation, all furniture and fixtures, apparatus, tools, implements, books, machines, boats, construction devices, and all personal property used or intended to be used for the production, processing, fabrications, assembling, handling or transportation of anything of value...”

The Town of Pittsford taxes business personal property, including business equipment but not including business inventory. It is important to send in the inventory of your business equipment to keep the information current by providing additions and deletions so the tax bill you receive is based on the correct assessment.

Title 32, chapter 123, 4006. Failure to file Vermont Tax Inventory

Failure of a taxpayer to make and return an inventory may result in a fine and the taxpayer may lose their right to appeal the assessed value. See statute above for exact language.

Gail Gantick, of G&K Associates will be reviewing and processing the declarations. If you should have any questions or need assistance with your form, please contact G&K Associates at 860-645-9002 or gkassoc@earthlink.net.

We thank you in advance for assisting us with the town's annual update

Sincerely,

Lisa Wright, Town of Pittsford, Assessors Office
802-483-6500, ext. 160 or listsers@pittsfordvermont.com