



ASSESSING DEPARTMENT

Personal Property Unit, Boston City Hall, Room 301, Boston, MA 02201
personalproperty@cityofboston.gov/assessing Telephone: (617) 635-1165

January, 2011

Dear Personal Property Owner:

This letter serves as a reminder of your legal obligation pursuant to Massachusetts General Laws Chapter 59, Section 29, to file with the City of Boston Assessing Department a true list of all taxable personal property held by you on January 1, 2010. Additional information is also being requested pursuant to Massachusetts General Laws Chapter 59, Section 38F.

Enclosed please find the following: a Form of List/State Tax Form 2 and a Supplemental Information Request. Both must be completed and returned to the Assessing Department by March 1, 2011. Also enclosed is our Personal Property tax brochure.

Your cooperation in providing accurate information accomplishes three objectives: 1) ensures that the assessors have the correct information to equitably assess your property, 2) preserves all of your rights to seek abatement and appeal the assessment, and 3) fulfills your legal obligation. Non-Profit organizations have reporting obligations as well, please see the attached brochure and/or visit us online.

If you fail to file the list or to contact the department by March 1, 2011, your assessed value will be estimated based on the assets of comparable businesses, and you will be billed accordingly. The laws of the Commonwealth limit the power of both the City and the Massachusetts Appellate Tax Board to abate your tax in the event of delinquent filing. Failure to timely file could result in a 50% penalty on any abatement you might otherwise be entitled to, as well as the loss of the right to appeal your valuation to the Appellate Tax Board.

Please complete both the Form of List and the Supplemental Information Request form and return them in the enclosed, pre-addressed envelope. If you need assistance or require further information, please contact our Personal Property Unit; contact information is above. Personal Property information is also available online at www.cityofboston.gov/assessing. Go to Personal Property or Frequently Asked Questions on the left menu.

Thank you for your cooperation in ensuring fair and equitable tax assessments for all City of Boston taxpayers.

Sincerely,

Ronald W. Rakow, Commissioner

THIS IS AN IMPORTANT NOTICE. PLEASE HAVE IT TRANSLATED.

Questa é una notizia molto importante. Per piacere falla tradurre.

Este es un aviso importante. Sirvase mandarlo traducir.

Ceci est important. Veuillez faire traduire.

ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG.

XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO NÀY.

Este é um aviso importante. Por favor mande traduzi-lo.

Es é un avizu importanti. Di favor, manda traduzil.

Se yon anons ki enpòtan anpil. Sou Ple, fè tradwi li pou w.

Σπουδαία Πληροφορία – Παρακαλώ να το μεταφρασετε.

重要文件，請翻譯成中文。

NEW FOR 2011

We are in the process of developing the capacity for on-line filing of the Form of List/State Tax Form 2 information. Please contact us at the above phone number or e-mail address by February 14 if you are interested in participating in a pilot program. Businesses accepted into the program will have until March 31, 2011 to file.