



Supplemental Information Request for Boston Businesses

City of Boston Assessing Department

NOTICE:

This request is made pursuant to Massachusetts General Laws Chapter 59, Section 38F, and the information sought is vital to the City of Boston's ability to accurately value and assess personal property throughout the City. Failure of an owner of personal property to comply within (60) days after a request has been made may bar the owner from statutory appeal under Massachusetts General Laws Chapter 59.

The request date for this mailing is January 1, 2009, therefore a submission will be considered timely if submitted by March 2nd, 2009.

Business Mailing Address/Location:

Please provide the following additional information regarding your business and return this survey along with the Form of List.

1. Number of Full-time Employees at this location (X) :
____ 1-4 ____ 5-9 ____ 10-19 ____ 20-49 ____ 50-100 ____ Over 100
2. Number of Personal Computers (offices only): ____
3. Seating capacity (restaurants only): ____
4. Number of Guest Rooms (for hotels, rooming houses, furnished apartment complexes, etc.): ____
5. Square footage of area occupied by business: _____ s.f.
6. Number of business locations in Boston: _____

Please provide addresses for all Boston locations in the space below: (Please Print)

NOTE: If your business sold, closed, or moved out of Boston before January 1, 2009, please provide date (s) below. This date is very important for us to close this account.

Date Sold: _____ Date Closed: _____ Date Moved: _____

Complete this Supplemental Information Request form and return it by no later than **March 2, 2009** to:

**Assessing Department
City of Boston
P. O. Box 9712
Boston, MA 02114**

If you need assistance or do not understand your property tax obligations, call our Valuation Division at (617) 635-1165 or email us at personal.property@cityofboston.gov. Personal property information is also available online at www.cityofboston.gov/assessing. GO to *Frequently Asked Questions* on the left menu.