

IMPORTANT NOTICE TO PERSONS HOLDING PERSONAL PROPERTY IN THE CITY OF HASTINGS

Each year, persons and other entities are required by law to report all personal property they own, lease or have possession of in the City to the Assessor on a form specified by the Michigan State Tax Commission, MCL 211.21. **You are required to file form 632, also known as L-4175, 2016 Personal Property Statement to the City of Hastings on or before February 20th, 2016.** You may obtain the form from our office or by downloading the form from Michigan Department of Treasury websites.

Form L-4175 http://www.michigan.gov/documents/treasury/632_2016_fillable_503675_7.pdf

The legislators made changes to the Personal Property tax law which first impacted small business in 2014. **Starting in 2014, personal property owned, leased or controlled by an owner or related entity in a jurisdiction with a true cash value of less than \$80,000 is exempt from property taxes.** The property owner must file an affidavit **EACH YEAR** with the Assessor's office by **February 10th** of that year. Failure to file the affidavit on time means you will NOT receive the exemption – even if you would otherwise be eligible. *Personal property owners who file the exemption affidavit are not required to file a personal property statement.* They are required to maintain records documenting their property value and make those records available to the Assessor upon request in order to confirm qualification for exemption.

Form L-5076 http://www.michigan.gov/documents/treasury/5076f_493854_7.pdf

CHANGES TO PERSONAL PROPERTY TAX REGARDING ELIGIBLE MANUFACTURING AND ESSENTIAL SERVICES ASSESSMENT

Beginning December 31, 2015 (for the 2016 assessment year) qualified new personal property and qualified previously existing personal property located on occupied real property is exempt from ad valorem taxation and is instead subject to the State Essential Services Assessment. Additionally, certain P.A. 198 (IFT) Property and New Personal Property (P.A. 328) are subject to the State Essential Services Assessment. To claim this exemption, a fully completed Form 5278 must be received by the Assessor of the local unit of government where the qualified personal property is located **no later than February 20, 2016.** Taxpayers should not complete this affidavit and statement unless the personal property meets the definition of eligible manufacturing personal property. **The form must be in the Assessor's Office by February 20th.** **Industrial companies who submit forms after the deadline are not eligible for the exemption and must file an L 4175 Personal Property Statement.** **It is vital you meet the deadline.** Form 5278 will not be mailed by the City but is available on the State website.

Property that was placed in service in 2006 through 2012 will still be reported as ad valorem personal property in Part 2 on Form 5278, the *Affidavit and Statement for Eligible Manufacturing Personal Property and Essential Services Assessment.* Property meeting the definitions of qualified new personal property and qualified previously existing personal property placed in service after 2012 and prior to 2006 will be exempt from ad valorem taxes and will instead pay the State Specific Essential Services Assessment.

Taxpayers can obtain a copy from the Commission website, www.michigan.gov/statetaxcommission, or www.michigan.gov/PPT. Forms that are not fully completed will result in denial of the exemption. The Assessor will carefully evaluate the business activities of the claimant to ensure that they meet the statutory requirements of the Eligible Manufacturing Personal Property Exemption.