

INSTRUCTIONS FOR COMPLETING ANNUAL RETURN - 2024
Middletown RI Tax Assessor

Rhode Island law requires the annual filing of a true and exact account, made under oath, of all ratable estate owned by every person and body corporate. This filing is a prerequisite to an appeal where there is no increase in assessment from one year to the next.

The time to file is from January 1 through January 31 inclusive, each year. If for any reason you are unable to file your account by **January 31, 2024**, you may, prior to midnight January 31, 2024, submit a written notice of your intention to file your account between March 1 and March 15, 2024. Such notice of intention should be sent by prepaid registered or certified mail and must be postmarked before midnight of January 31, 2023.

NO EXTENSIONS WILL BE GRANTED BEYOND MARCH 15, 2024.

To assist you in complying with the law, you will find enclosed the “**Annual Return to the Assessor**” form. Complete in full those sections that pertain to you and indicate N/A (not applicable) in those sections that do not apply to you. **Please take the time to read the instructions that follow.**

Instructions for completing PAGE 1 of the return:

- **FIRST:** Check any printed label and make necessary corrections to ensure the name of the assessed person(s) or business and the mailing address are correct.
- **SECOND:** Give the name, address, and telephone number of someone we may contact if we have questions about the return.
- **THIRD:** Check the appropriate box and complete, in full, one of the three classifications that apply (corporation, co-partnership, or individual).
- **FOURTH:** Give a short description of your business and/or other property.

Instructions for completing PAGE 2 of the return:

SECTION 1:

Separately list each parcel of real estate owned on the assessment date of **December 31, 2023**.

SECTION 2:

Report short life PC computer equipment, **OWNED BY** any retail, wholesale, service, contracting, professional, apartment rental, or other type of business, **EXCEPT** those individuals or businesses that are classified as manufacturers under RI law. Do not report motor vehicles in this section. Do report personally owned items used in your business. Manufacturing firms should only report fixtures and equipment not used directly in the actual manufacturing process.

SECTION 3:

Report general furniture, fixtures, equipment, signs etc., **OWNED BY** any retail, wholesale, service, contracting, professional, apartment rental, or other type of business, **EXCEPT** those individuals or businesses that are classified as manufacturers under RI law. Do report unregistered motor vehicles in this section. Do report personally owned items used in your business. Manufacturing firms should only report fixtures and equipment not used directly in the actual manufacturing process.

Due to the necessity of cross-checking returns for complete reporting, time limitations, and the volume of information received it is not possible to verify or confirm assessments prior to the mailing of tax notices.

Information pertaining to individual leases will not be available.

Instructions for completing PAGE 3 of the return:

SECTION 4:

Report long life furniture, fixtures, equipment, signs etc., OWNED **BY** any retail, wholesale, service, contracting, professional, apartment rental, or other type of business, **EXCEPT** those individuals or businesses that are classified as manufacturers under RI law. Do not report motor vehicles in this section. Do report personally owned items used in your business. Manufacturing firms should only report fixtures and equipment not used directly in the actual manufacturing process.

SECTION 5:

Report buildings and improvements that are owned by you but are situated on leased land. Such buildings and improvements may be assessed as tangible personal property depending upon the terms and conditions of the lease.

SECTION 6:

Report tangible property possessed on the assessment date of December 31, 2023, which is leased or rented from others. Do not report leased motor vehicles with Rhode Island registrations in this section. Manufacturing firms should only report fixtures and equipment not used directly in the actual manufacturing process. Report renovation, remodeling and other leasehold improvements made to real estate that you rent or lease, but where you own the improvements. Be sure to include the date of acquisition and cost of such leasehold improvements.

SECTION 7:

Report all tangible personal property that is leased or rented to person(s) or business located in Middletown, except for registered motor vehicles. ALL SUCH LOCATIONS MUST BE REPORTED, INCLUDING SUCH PROPERTY THAT IS LEASED TO AND LOCATED IN SCHOOLS, COLLEGES, AND HOSPITALS, AS WELL AS FEDERAL, STATE AND LOCAL GOVERNMENTAL AGENCIES, AND MANUFACTURING BUSINESSES, AND EXEMPT OR NON-PROFIT ORGANIZATIONS. Attach a separate schedule to this form. Complete all information in full. Separately list any property used exclusively in a manufacturing process. We do not assess equipment individually; rather, we assess by year of acquisition or manufacture. Fair assessment requires that all equipment is described that rental, lease, or other payment information is provided, as well as that all locations be reported.

Instructions for completing PAGE 4 of the return:

SECTION 8:

Report all leasehold improvements that are owned by you and attached to or used in real estate owned by others and not reported elsewhere. Leasehold improvements include but are not limited to wall paneling, carpeting, tile on wall and floors, ceilings, electrical and plumbing fixtures, partitions, building additions and the like.

SECTION 9:

Be certain to sign, date and notarize return.

PLEASE NOTE:

Rhode Island has phased-out the inventory tax, and inventory should no longer be reported to Middletown.

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Information pertaining to individual leases will not be available.**