

MAINE REVENUE SERVICES PROPERTY TAX DIVISION

Municipal Valuation Return 2019 Guidance Document

REFERENCE: 36 M.R.S. § 383
Issue 2019

GENERAL INFORMATION

The Municipal Valuation Return (“MVR”) is an annual return made and submitted by municipal assessors and assessors of primary assessing areas. The MVR lists the total assessments of local property and collection of taxes including land, building and personal property values in addition to the value of each property classification in the jurisdiction. The municipal certified assessment ratio is also reported. The Property Tax Division recommends using the available formatted Excel spreadsheet or the PDF format to complete all computations. This document provides guidance in completing the 2019 MVR form.

The signed return is to be received by the Property Tax Division, Maine Revenue Services no later than November 1, or within 30 days from commitment, whichever is later. A penalty will be charged if the MVR is filed late. The penalty is \$50.00 for the first late day and \$10.00 for each late day thereafter for municipalities with a population of 2,000 or less; the penalty is \$100.00 for the first late day and \$20.00 for each late day thereafter for municipalities with a population over 2,000. The penalty will be deducted from the Maine Tree Growth Tax reimbursement.

Complete all sections of the MVR to ensure an accurate State Valuation. Computations for tree growth, homestead and veteran reimbursements cannot be completed until the Municipal Valuation Return is received. Failure to file the completed form will delay any reimbursement checks.

Purpose

The MVR provides information that is used in the annual State Valuation report.

The MVR provides data that is used in the computation of reimbursements that will be issued to municipalities.

The MVR provides a record of all exemption categories and current land use programs in effect within the municipality.

The MVR provides an overview of municipal tax records that are kept on file by the municipality.

MRS recommends that you complete the 2019 Municipal Tax Rate Calculation Form prior to the preparation of the Municipal Valuation Return. (See page 10 of the MVR Form)

SPECIFIC INSTRUCTIONS

Commitment Date: Enter the date the assessment is signed and committed to the tax collector.

Lines 1 & 2: Enter county and municipality name

Line 3: 2019 Certified Ratio. Enter the ratio selected in Section A of the Ratio Declaration & Reimbursement Application. This ratio should reflect the current full market value on which April 1 assessments are based. The ratio must fall within 10% of the local developed parcel ratio that the Property Tax Division provides to the municipality by mail in March. If the certified ratio is not within 10% of the local developed parcel ratio, the municipality must file a petition explaining why the ratio is outside this threshold. If the petitioned-for ratio is accepted by MRS, the municipality may enter the certified ratio on this line. All exemptions, personal property valuations, transmission and distribution line valuations should be adjusted by the certified ratio.

Taxable Valuation of Real Estate: Do not include exempt property values in Lines 4 through 6

Retrieve these values from the Commitment Book.

Line 4: Land. Enter the total taxable value of land, including transmission and distribution lines, pipelines, dams and powerhouses. Exclude exempt property (page 7, line 40).

Line 5: Buildings. Enter the total taxable value of buildings. Exclude exempt property.

Line 6: Total taxable valuation of real estate. Enter the total taxable value of real estate (line 4 + line 5). This total should agree with Page 10, line 1 of the Municipal Tax Rate Calculation Form.

Taxable Valuation of Personal Property: Do not include exempt property values in Lines 7 through 10

Retrieve these values from the Commitment Book.

Line 7: Production machinery and equipment. Enter the total taxable value of production machinery and equipment, net of the value for pipelines.

Line 8: Business equipment. Enter the total taxable value of business equipment (furniture, furnishings and fixtures).

Line 9: All other personal property. Enter the total taxable value of all other personal property. This amount may include property brought into Maine after April 1st and prior to December 31st, if not assessed elsewhere in this state).

Line 10: Total taxable valuation of personal property. Enter the total taxable value of personal property (sum of lines 7 – 9). This value should agree with page 10, line 2 of the Municipal Tax Rate Calculation Form.

Other Tax Information

Line 11: Total taxable valuation of real estate and personal property. Enter the total taxable value of real estate and personal property (line 6 + line 10). This value should agree with page 10, line 3 of the Municipal Tax Rate Calculation Form.

Line 12: 2019 Property Tax Rate. Enter the selected rate from page 10, line 19 of the Municipal Tax Rate Calculation Form.

Line 13: 2019 Property Tax Levy. Compute the property tax levy by multiplying the total taxable valuation of real estate and personal property (line 11) by the 2019 property tax rate (line 12). This amount should match the exact amount of the tax actually committed to the Collector. This amount should match the calculation on Line 19 of the Tax Rate Calculation Form.

Homestead Exemption Reimbursement Claim, Title 36 § 683

You must adjust each \$20,000 Homestead Exemption by the municipality's certified ratio (line 3). Homestead Exemption applications must be available for review during the State Valuation process.

Line 14a: Total number of \$20,000 homestead exemptions granted. Enter the total number of full homestead exemptions granted.

Line 14b: Total exempt value for all \$20,000 homestead exemptions granted. Enter the total value for all full homestead exemptions granted. Multiply the number of homestead exemptions granted by \$20,000 and adjust the total by the certified ratio.

Line 14c: Total number of properties fully exempted by homestead exemptions granted. Enter the total number of full exemptions granted for properties each valued at less than \$20,000.

Line 14d: Total exempt value for all properties fully exempted by homestead exemptions granted. Enter the sum of values of properties valued at less than \$20,000.

Line 14e: Total number of homestead exemptions granted. Enter the sum of lines 14a and 14c.

Line 14f: Total exempt value for all homestead exemptions granted. Enter the sum of lines 14b and 14d). This value should match the exact amount entered on page 10, line 4a of the Municipal Tax Rate Calculation Form.

Line 14g: Total assessed value of all homestead qualified property. Enter the assessed value (including exempt value) of all land and buildings that qualify for a homestead exemption.

Business Equipment Tax Exemption (BETE) Reimbursement Claim, Title 36, §§ 691-700B

Line 15a: Number of BETE applications processed for tax year 2019. Enter the total number of BETE applications processed for tax year 2019. Mandate payments (state reimbursement for municipal processing costs) will be computed based on this number.

Line 15b: Number of BETE applications approved. Enter the number of BETE applications from line 15a that were approved.

Line 15c: Total exempt value of all BETE qualified property. Enter on the amount from page 10, line 5a of the Municipal Tax Rate Calculation Form. BETE applications must be available for review during the State Valuation process.

Line 15d: Total exempt value of BETE property located in a municipal retention TIF district. Enter the value of BETE exemptions located in a municipal retention Tax Increment Financing (“TIF”) district..

Tax Increment Financing, Title 30 §§ 5227-5244

This section identifies the captured assessed value (“CAV”) of TIF districts designated by the municipality.

Line 16a: Total amount of increased taxable valuation above Original Assessed Value within TIF districts. Enter amount of increased valuation above original assessed value (“OAV”) within the TIF Districts. Refer to the TIF plans for specific guidance.

Line 16b: Amount of CAV within TIFs. Enter the amount of CAV within the TIF Districts.

Line 16c: Property tax revenue that is appropriated and deposited into either a Project Cost Account or a Sinking Fund Account. Enter the amount of property tax revenue that is appropriated and deposited into a Project Cost Account or a Sinking Fund Account.

Line 16d: BETE reimbursement revenue that is appropriated and deposited into either a Project Cost Account or a Sinking Fund Account. Enter the amount of BETE reimbursement revenue that is appropriated and deposited into a Project Cost Account or a Sinking Fund Account.

Excise Tax, Title 36 §§ 1482-1491

Line 17a: Excise taxes collected during a complete 12-month period. Enter type of year used for financial reporting -- either calendar or fiscal.

Line 17b: Motor vehicle excise tax collected. Enter the total amount of motor vehicle excise tax collected during the year reported on line 17a.

Line 17c: Watercraft excise tax collected. Enter the total amount of watercraft excise tax collected during the year reported on line 17a.

Electrical Generation and Distribution Property

Line 18: Total valuation of distribution and transmission lines owned by electric utility companies. Enter the total value of distribution and transmission lines owned by utility companies. See Bulletin 25 – Valuation of Power Lines for guidance.

Line 19: Total valuation of all electrical generation facilities. Enter the total value of electrical generation facilities owned by utility companies.

Forest Land Classified Under Tree Growth, Title 36 §§ 571 – 584-A

Line 20: Enter average per acre unit value utilized for undeveloped, raw acreage (land not developed and not classified as tree growth) using rates supplied by Maine Revenue Services. Tree Growth Application Schedules must be available for review during the State Valuation process.

Lines 21a – 21e: Classified forestland. Do not include land classified as Farmland on these lines.

Line 21a: Number of parcels classified as of April 1, 2019. Enter the number of parcels currently classified as tree growth.

Line 21b: Softwood acreage. Enter acreage classified as softwood.

Line 21c: Mixed wood acreage. Enter acreage classified as mixed wood.

Line 21d: Hardwood acreage. Enter acreage classified as hardwood.

Line 21e: Total number of acres of forest land only. Enter total acreage of all forest land classified in tax year 2019 (sum of lines 21b, 21c and 21d). This total includes forest acres first classified during current tax year.

Line 22: Total assessed valuation of all classified forest land for tax year 2019. Enter the total valuation of all forestland classified in tax year 2019. Multiply the acreage from each of lines 21b, 21c and 21d by the related value per acre on lines 22a(1), 22a(2) and 22a(3). Add the three amounts and enter the total on this line. The amount on this line should equal $(21b \times 22a(1)) + (21c \times 22a(2)) + (21d \times 22a(3))$.

Line 22a: Per acre values used to assess Tree Growth classified forest land value. Maine Revenue Services sets these rates. See Title 36, § 576 and MRS Rule 202.

Line 22a (1): Softwood. Enter the 2019 per acre rate used to calculate softwood forestland value for the county in which the municipality is located, multiplied by the certified ratio on line 3.

Line 22a (2): Mixed wood. Enter the 2019 per acre rate used to calculate mixed wood forestland value for the county in which the municipality is located, multiplied by the certified ratio on line 3.

Line 22a (3): Hardwood. Enter the 2019 per acre rate used to calculate hardwood forestland value for the county in which the municipality is located, multiplied by the certified ratio on line 3.

Line 23: Number of forest acres first classified for tax year 2019. Enter total forest acreage of all land *first* classified in the current tax year.

Line 24: Land withdrawn from Tree Growth classification. Enter information relating to parcels of classified forest land that have been withdrawn from Tree Growth classification or transferred to another current use classification from Tree Growth classification.

Line 24a: Total number of parcels withdrawn from 4/2/18 through 4/1/19. Enter the number of parcels withdrawn or transferred to other current use classification from Tree Growth classification between 4/2/18 and 4/1/19.

Line 24b: Total number of acres withdrawn from 4/2/18 through 4/1/19. Enter the total number of withdrawn or transferred acres in the parcels from line 24a.

Line 24c: Total amount of penalties assessed by the municipality due to withdrawal of classified Tree Growth land from 4/2/18 through 4/1/19. Enter the total amount of penalties assessed by the municipality due to the withdrawal of classified forestland between 4/2/18 and 4/1/19.

Line 24d: Total number of \$500 penalties assessed for non-compliance. Enter the total number of \$500 penalties that assessed by the municipality for non-compliance with the tree growth tax law between 4/2/18 and 4/1/19.

Line 24-1: Since April 1, 2018, have any Tree Growth acres been transferred to Farmland? If any Tree Growth parcels were transferred to Farmland since April 1, 2018 enter “Yes” on this line; if not, enter “No.” Property Tax division staff will contact those towns reporting transfers from Tree Growth to Farmland. These acres will be included in the municipal Tree Growth reimbursement calculation for as long as the land remains in the current use program.

Land Classified Under the Farm and Open Space Tax Law, Title 36 §§ 1101 – 1121

Farmland. Farmland Application Schedules must be available for review during the State Valuation process.

Line 25: Number of parcels classified as Farmland as of April 1, 2019. Enter the total number of parcels currently classified as Farmland as of April 1, 2019.

Line 26: Number of acres first classified as Farmland for tax year 2019. Enter the total acreage first classified as Farmland between 4/2/18 and 4/1/19.

Line 27a: Total number of acres of all land now classified Farmland. Enter the total acreage of all land classified as crop land, orchard land and pasture land as of April 1, 2019. Do not include Farm woodland acres,

Line 27b: Total valuation of all land now classified Farmland. Enter the total valuation of all land classified as crop land, orchard land and pasture land as of April 1, 2019. Do not include Farm woodland acres.

Line 28a: Number of Farm woodland acres.

Line 28a (1): Softwood acreage. Enter the total number of softwood acres classified as farmland.

Line 28a (2): Mixed wood acreage. Enter the total number of mixed wood acres classified as farmland.

Line 28a (3): Hardwood acreage. Enter the total number of hardwood acres classified as farmland.

Line 28b: Total number of acres of all land now classified as Farm woodland. Enter the total number of acres classified as Farm woodland (sum of Line 28a (1), 28a (2) and 28a (3)) as of April 1, 2019.

Line 28c: Total valuation of all land now classified as Farm woodland. Enter the total valuation of the land included on line 28b.

Line 28d: Per acre rates used for Farm woodland. Enter the per acre rate used for Farm woodland. These are the same rates as used in tree growth valuation, from lines 22a(1), 22a(2) and 22a(3).

Line 28d (1): Softwood. Enter the 2019 softwood per acre rate from line 22a(1).

Line 28d (2): Mixed wood. Enter the mixed wood per acre rate from line 22a(2).

Line 28d (3): Hardwood. Enter the hardwood per acre rate from line 22a(3).

Line 29: Land withdrawn from Farmland classification.

Line 29a: Total number of parcels withdrawn from 4/2/18 through 4/1/19. Enter the total number of parcels withdrawn from Farmland or transferred to other current use classifications between 4/2/18 and 4/1/19.

Line 29b: Total number of acres withdrawn from 4/2/18 through 4/1/19. Enter the total number of acres withdrawn from Farmland or transferred to other current use classification between 4/2/18 and 4/1/19.

Line 29c: Total amount of penalties assessed by the municipality due to the withdrawal of classified Farmland from 4/2/18 through 4/1/19. Enter the total amount of penalties assessed between 4/2/18 and 4/1/19 due to withdrawal of land from the Farmland program.

Open Space

Open Space Land Application Schedules must be available for review during the State Valuation process.

Line 30: Number of parcels classified as Open Space as of April 1, 2019. Enter the total number of parcels classified as Open Space land as of April 1, 2019.

Line 31: Number of acres first classified as Open Space for tax year 2019. Enter the total acreage first classified as Open Space land between 4/2/18 and 4/1/19.

Line 32: Total number of acres of land now classified as Open Space. Enter the total acreage of all land classified as Open Space as of April 1, 2019.

Line 33: Total valuation of all land now classified as Open Space. Enter the total valuation of all land classified as Open Space as of April 1, 2019.

Line: Land withdrawn from Open Space classification.

Line 34a: Total number of parcels withdrawn from 4/2/18 through 4/1/19. Enter the total number of parcels withdrawn from Open Space classification or transferred to another current use classification between 4/2/18 and 4/1/19.

Line 34b: Total number of acres withdrawn from 4/2/18 through 4/1/19. Enter the total number of acres withdrawn from Open Space classification or transferred to another current use classification from Open Space classification between 4/2/18 and 4/1/19.

Line 34c: Total amount of penalties assessed by the municipality due to the withdrawal of classified Open Space land from 4/2/18 through 4/1/19. Enter the total amount of penalties assessed between 4/2/18 and 4/1/19 due to withdrawal of classified Open Space land.

Land Classified Under the Working Waterfront Tax Law, Title 36 §§ 1131 – 1140-B

Working Waterfront Land Application Schedules must be available for review during the State Valuation process.

Line 35: Number of parcels classified as Working Waterfront as of April 1, 2019. Enter the number of parcels classified as Working Waterfront as of April 1, 2019.

Line 36: Number of acres first classified as Working Waterfront for tax year 2019. Enter the total acreage first classified as Working Waterfront between 4/2/18 and 4/1/19.

Line 37: Total acreage of all land now classified as Working Waterfront. Enter the total acreage of all land classified as Working Waterfront as of April 1, 2019.

Line 38: Total valuation of all land now classified as Working Waterfront. Enter the total valuation of all land classified as Working Waterfront as of April 1, 2019.

Line 39: Classified Working Waterfront withdrawn.

Line 39a: Total number of parcels withdrawn from 4/2/18 through 4/1/19. Enter the total number of parcels withdrawn between 4/2/18 and 4/1/19.

Line 39b: Total number of acres withdrawn from 4/2/18 through 4/1/19. Enter the total number of acres withdrawn between 4/2/18 and 4/1/19.

Line 39c: Total amount of penalties assessed by the municipality due to the withdrawal of classified Working Waterfront land from 4/2/18 through 4/1/19. Enter the total amount of penalties assessed between 4/2/18 and 4/1/19 due to withdrawal of classified Working Waterfront land.

Exempt Property, Title 36 §§ 651- 654 and § 656

Line 40: Enter the exempt value of all the following classes of property which are exempt from property taxation by law.

Line 40a: Property of the United States and the State of Maine.

Line 40a(1): United States. Enter the exempt value of property of the United States.

Line 40a(2): State of Maine (excluding roads). Enter the exempt value of property of the State of Maine.

Line 40b: Real estate owned by the Water Resources Board of the State of New Hampshire located within this state. Enter the value of real estate owned by the Water Resources Board of the State of New Hampshire located within this state.

Line 40c: Property of any public municipal corporation of this state, including county property, appropriated to public uses. Enter the value of the property of any public municipal corporation of this state, including county property, appropriated to public uses. This value includes county, municipal or quasi-municipal owned property.

Line 40d: Pipes, fixtures, hydrants, conduits, gatehouses, pumping stations, reservoirs and dams of a public municipal corporation supplying water, power or light if located outside the limits of the municipality. Enter the value of pipes, fixtures, hydrants, conduits, gatehouses, pumping stations, reservoirs and dams if located outside the limits of a public municipal corporation.

Line 40e: Airport or landing field of a public municipal corporation used for airport or aeronautical purposes. Enter the value of airports or landing fields of a public municipal corporation used for airport or aeronautical purposes.

Line 40f: Landing area of a privately owned airport when owner grants free use of that landing area to the public. Enter the value of landing areas of a privately owned airport when the owner grants free use of that landing area to the public.

Line 40g: Pipes, fixtures, conduits, buildings, pumping stations and other facilities of a public municipal corporation used for sewerage disposal if located outside the limits of the municipality. Enter the value of pipes, fixtures, conduits, buildings, pumping stations and other facilities of a public municipal corporation used for sewerage disposal if located outside the limits of such public municipal corporation.

Line 40h: Property of benevolent and charitable institutions. Enter the value of property of benevolent and charitable institutions.

Line 40i: Property of literary and scientific institutions. Enter the value of property of literary and scientific institutions.

Line 40j: Property of the American Legion, Veterans of Foreign Wars, American Veterans, Sons of Union Veterans of the Civil War, Disabled American Veterans and Navy Clubs of the USA.

Line 40j(1): Total exempt value of veterans organizations. Enter the total exempt value of veterans' organizations.

Line 40j(2): Exempt value attributable to purposes other than meetings, ceremonials or instruction facilities Enter the exempt value attributable to purposes other than meetings, ceremonials, or instruction.

Line 40k: Property of chambers of commerce or boards of trade. Enter the value of chamber of commerce or board of trade property.

Line 40l: Property of houses of religious worship and parsonages.

Line 40l(1): Number of parsonages within this municipality. Enter the total number of parsonages located in the municipality.

Line 40l(2): Indicate the total exempt value of those parsonages. Enter the total exempt value of the parsonages on line 40l(1).

Line 40l(3): Indicate the total taxable value of those parsonages. Enter the total taxable value of the parsonages on line 40l(1).

Line 40l(4): Indicate the total exempt value of all houses of religious worship. Enter the total exempt value of all houses of religious worship (do not include any exempt value from line 40l(2)).

Line 40l: Total exempt value of all houses of religious worship and parsonages. Enter the total of all exempt property of parsonages and houses of religious worship (sum of 40l(2) & 40l(4)).

Line 40m: Property owned or held in trust for fraternal organizations operating under the lodge system. Enter the exempt value of property owned or held in trust for fraternal organizations, except college fraternities, operating under the lodge system.

Line 40n: Personal property leased by a charitable and benevolent organization exempt from taxation under section 501 of the Internal Revenue Code of 1954 and the primary purpose is the operation of a hospital licensed by the Dept of Health and Human Services, health maintenance organization or blood bank. Enter the value of property leased by and occupied or used by a charitable and benevolent organization exempt from taxation under I.R.C. § 501 and where the primary purpose is the operation of a hospital licensed by the Department of Health and Human Services, health maintenance organization or blood bank.

Line 40o: Exempt value of real property of all persons determined to be legally blind. Enter the exempt value of real property owned by legally blind person(s).

Line 40p: Aqueducts, pipes and conduits of any corporation supplying a municipality with water. Enter the exempt value of aqueducts, pipes and conduits of any corporation supplying water to a municipality.

Line 40q: Animal waste storage facilities constructed after April 1, 1999 and certified as exempt by the Commissioner of Agriculture, Conservation and Forestry. Enter the exempt value of animal waste storage facilities constructed since April 1, 1999 and certified as exempt by the Commissioner of Agriculture, Conservation and Forestry.

Line 40r: Pollution control facilities that are certified as such by the Commissioner of Environmental Protection. Enter the exempt value of pollution control facilities certified as such by the Commissioner of Environmental Protection.

Line 40s: Veteran's Exemptions

Municipalities are entitled for reimbursement when certain veteran's exemptions are granted. The following veteran exemption information is necessary to qualify for reimbursement (Title 36 § 653). Any applications for these exemptions must be available for review during the State Valuation process.

Section 1: Veterans that served during a federally recognized war period (lines 40s(1) through 40s(9))

Widower:

Line 40s(1): Living male spouse or male parent of a deceased Veteran. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$6,000 and the certified ratio and enter the result as the exempt value on line B.

Revocable Living Trusts:

Line 40s(2): Paraplegic veteran (or their widows) who is the beneficiary of a revocable living trust. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$50,000 and the certified ratio and enter the result as the exempt value on line B.

Line 40s(3): All other veterans (or their widows) who are the beneficiaries of revocable living trusts. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$6,000 and the certified ratio and enter the result as the exempt value on line B.

WW 1 Veterans:

Line 40s(4): WW1 veteran (or their widow) enlisted as Maine resident. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$7,000 and the certified ratio and enter the result as the exempt value on line B.

Line 40s(5): WW1 veteran (or their widow) enlisted as non-Maine resident. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$7,000 and the certified ratio and enter the result as the exempt value on line B.

Paraplegic Veterans:

Line 40s(6): Paraplegic status veteran or their unremarried widow. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$50,000 and the certified ratio and enter the result as the exempt value on line B.

Cooperative Housing Corporation Veterans:

Line 40s(7): Qualifying shareholder of cooperative housing corporation. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$6,000 and the certified ratio and enter the result as the exempt value on line B.

All Other Veterans:

Line 40s(8): All other veterans (or their widows) enlisted as Maine residents. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$6,000 and the certified ratio and enter the result as the exempt value on line B.

Line 40s(9): All other veterans (or their widows) enlisted as non-Maine residents. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$6,000 and the certified ratio and enter the result as the exempt value on line B.

Section 2: Veterans who did not serve during a federally recognized war period (lines 40s(10) through 40s(12))

Line 40s(10): Veteran (or their widow) disabled in the line of duty. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$6,000 and the certified ratio and enter the result as the exempt value on line B.

Line 40s(11): Veteran (or their widow) who served during the periods from August 24, 1982 to July 31, 1984 and December 20, 1989 to January 31, 1990. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$6,000 and the certified ratio and enter the result as the exempt value on line B.

Line 40s(12): Veteran (or their widow) who served during the period from February 27, 1961 to August 5, 1964, but did not serve prior to February 1, 1955 or after August 4, 1964. Enter the number of exemptions granted on line A. Multiply the number of exemptions by \$6,000 and the certified ratio and enter the result as the exempt value on line B.

Line 40s(A): Total number of all veteran exemptions granted in 2019. Enter the sum of line 40s(1)(A) through 40s(12)(A).

Line 40s(B): Total exempt value of all veterans exemptions granted in 2019. Enter the sum of lines 40s(1)(B) through 40s(12)(B).

Line 40t: Snow grooming equipment. Enter the value of snowmobile trail grooming equipment registered under 12 M.R.S.A., § 13113.

Line 40u: Other. The laws of the State of Maine provide for exemption of quasi-municipal organizations such as authorities, districts and trust commissions. These exemptions are not found in Title 36. Some examples of laws that provide exemptions are 30-A M.R.S.A., § 5114: real and personal property of an Urban Renewal Authority or Chapter 164, P.& S.L. of 1971: real estate exemption of property owned by Cobbossee-Annebessacook Authority. See 30-A M.R.S.A., § 5413: Revenue Producing Municipal Facilities Act.

Enter the full name of the organization granted exempt status through such laws, the provision of the law granting the exemption and the estimated full value of real property in the boxes. Enter the sum of all exempt values on line 40u.

Line 40: Total value of all property exempted by law. Enter the total of all property exempted by law (sum of lines 40a through 40u).

MUNICIPAL RECORDS

This section provides information regarding the Assessing Office of the municipality.

Line 41a: Does your municipality have tax maps? Enter “Yes” if your municipality has tax maps; otherwise, enter “No.” If you have no tax maps, go to Line 42. If you do have tax maps, complete lines 41b, c, and d before moving to line 42.

Line 41b: Date. Enter the date the tax maps were originally obtained.

Line 41c: Name of contractor. Enter the name of the contractor who created the tax maps.

Line 41d: Are your tax maps paper, GIS or CAD? Enter the type of tax maps - paper, geological information system (“GIS”) or computer aided drawing (“CAD”).

Line 42: Please indicate the number of land parcels within your municipal assessing jurisdiction. Enter the number of land parcels within your municipal assessing jurisdiction. This includes land parcels with improvements. Do not enter the tax bill count.

Line 43: Total taxable land acreage in your municipality. Enter the total taxable land acreage in your municipality.

Line 44a: Has a professional town-wide revaluation been completed in your municipality? Enter “Yes” if your municipality has completed a professional town-wide revaluation; otherwise, enter “No.” If no, go to Line 45. If yes, answer questions 44b, 44c, 44d & 44e before moving to line 45.

Line 44b: Did the revaluation include any of the following?

Line 44b(1): Land. Enter “Yes” if the revaluation included any land; otherwise, enter “No.”.

Line 44b(2): Buildings. Enter “Yes” if the revaluation included any buildings; otherwise, enter “No.”.

Line 44b(3): Personal property. Enter “Yes” if the revaluation included any personal property; otherwise, enter “No.”.

Line 44c: Effective date. Enter the effective date of the revaluation.

Line 44d: Contractor name. Enter the name of the contractor who completed the revaluation.

Line 44e: Cost. Enter the cost of the revaluation.

Line 45: Please indicate the best choice that describes how the municipality administers its assessment function.

Line 45a: Function. Enter the best choice that describes how the municipality operates the assessment function. Choose either Single Assessor; Assessors’ Agent; or Board of Assessors.

Line 45b: Name. Enter the name of the assessor if Single Assessor or Assessors' Agent entered on line 45a.

Line 45c: Email address. Enter the email address of the person entered on line 45b.

Lines 46a & b: List the beginning and ending dates of the fiscal year in your municipality. Enter the beginning date and ending date of your municipality's fiscal year.

Line 47: Interest rate charged on overdue 2019 property taxes. Enter the interest rate charged on any overdue 2019 property taxes (36 M.R.S.A., § 505(4)). The interest rate is usually voted upon at the same time the vote to raise a tax is conducted.

Line 48a – 48d: Date(s) that 2019 property taxes are due. Enter the date(s) that the 2019 property taxes are due and payable. The due date is usually voted upon at the same time the vote to raise a tax is conducted.

Line 49: Are your assessment records computerized?

Line 49a: Enter "Yes" if your municipality has computerized assessment records; otherwise, enter "No." If no, go to Line 50. If yes, complete line 49b before moving to line 50.

Line 49b: Name of software used. If you entered "Yes" on Line 49a, enter the name of the software program here.

Line 50: Has your municipality implemented a local tax relief program similar to the state's Circuitbreaker program or property tax fairness credit?

Line 50a: Enter "Yes" if your municipality enacted a local tax relief program, similar to the Maine Resident's Property Tax and Rent "Circuit Breaker" Program, or the Property Tax Fairness credit for 2019; otherwise, enter "No." If no, go to line 51. If yes, complete lines 50b and 50c before moving to line 51.

Line 50b: How many people qualified? If you entered "Yes" on line 50a, enter the number of people who qualified for this program.

Line 50c: How much relief was granted? If you entered "Yes" on line 50a, enter the amount of relief that was granted through this program.

Line 51: Has your municipality implemented a local elderly volunteer tax credit program under 36 M.R.S.A. § 6232(1-A)?

Line 51a: Enter "Yes" if your municipality implemented a local elderly volunteer tax credit program under 36 M.R.S.A., § 6232(1-A); otherwise, enter "No." If no, you may skip lines 51b and 51c.

Line 51b: How many people qualified? If you entered "Yes" on Line 51a, enter the number of qualified people who received this credit.

Line 51c: How much relief was granted? If you entered "Yes" on Line 51a, enter the amount of tax relief your municipality granted to elderly property owners.

Assessor(s) Signatures: The municipality must be identified, each assessor must sign the form on the lines provided and the form must be dated.

NOTICE: This return must be completed and sent to the Property Tax Division by November 1, 2019 or within 30 days after commitment date, whichever is later, in order to avoid reduction or loss of any entitlement under the Tree Growth Tax Law reimbursement program for the 2019 tax year.

VALUATION INFORMATION

Section 1: Complete the chart with any new or converted residential buildings along with any demolished buildings. Enter the increase or decrease in value and compute the net change in value in each property type.

Section 2: List new industrial or mercantile growth since April 1, 2018. List the full market value and any additional equipment, machinery, etc.

Section 3: List extreme losses in valuation since April 1, 2018; provide a brief explanation of the reason for the loss and provide the full market value before the loss.

Section 4: Use this section to explain any general increases or decreases in valuation that occurred because of revaluation, change in ratio used, adjustments, etc.

2019 MUNICIPAL TAX RATE CALCULATION STANDARD FORM

The following computations provide you with the data that is necessary to complete the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

Enter the name of municipality.

Line 1: Total taxable valuation of real estate. Enter the total taxable real estate valuation. This amount should agree with page 1, line 6 of the MVR.

Line 2: Total taxable valuation of personal property. Enter the total taxable personal property valuation. This amount should agree with page 1, line 10 of the MVR.

Line 3: Total taxable valuation of real estate and personal property. Enter the total taxable valuation (sum of line 1 and line 2). This amount should agree with page 1, line 11 of the MVR.

Line 4a: Total exempt value for all homestead exemptions granted. Enter the total amount of all homestead exempt valuation. This amount should agree with page 1, line 14f of the MVR.

Line 4b: Homestead exemption reimbursement value. Multiply line 4a by 0.5 and enter the result here.

Line 5a: Total exempt value of all BETE qualified property. Enter the total of all BETE exempt valuation. This amount should agree with page 2, line 15c of the MVR.

Line 5b: The statutory standard reimbursement for 2019 is 50%. Multiply line 5b by 0.5 and enter the result here.

The 2019 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM may be used by the following municipalities:

- 1) Municipalities in which the value of all business equipment, including exempt equipment, is greater than 5% of the total value of all taxable real and personal property plus exempt BETE value; and
- 2) Municipalities that have one or more tax increment financing districts authorized prior to April 1, 2008 in which qualified BETE property is located and the specified percentage of captured assessed value retained and allocated to the municipality for the municipality's own authorized project costs exceeds 50% or the percentage calculated under 1) above

Please contact MRS if you should be filing the Enhanced Tax Rate Calculator Form.

Line 6: Enter the total valuation base (sum of Line 3, Line 4b and Line 5a).

Assessments:

Line 7: County tax. Enter the amount of county tax.

Line 8: Municipal appropriation. Enter the amount of the municipal appropriation.

Line 9: TIF financing plan amount. Enter the amount of the TIF financing plan, if applicable.

Line 10: Local education appropriation Enter the net amount of local anticipated education costs to be raised (as stated on school warrant).

Line 11: Total assessments. Enter the total appropriations (sum of lines 7 through 10).

Allowable Deductions:

Line 12: State municipal revenue sharing. Enter the amount of anticipated state municipal revenue sharing.

Line 13: Other revenues. Enter the amount of other revenues. This amount includes all other revenues appropriated to reduce the necessary commitment. Common categories include excise tax revenue, Tree Growth reimbursement, interest paid on a bank account and appropriated surplus revenue. Do not include BETE or homestead reimbursements.

Line 14: Total deductions. Enter the amount of total deductions (sum of lines 12 and line 13).

Line 15: Net to be raised by local property tax rate. Enter the amount to be raised by the local property tax rate (line 11 less line 14).

Line 16: Compute the maximum allowable tax by multiplying amount on line 15 by 1.05.

Line 17: Compute the minimum allowable tax rate by dividing amount on line 15 by amount on line 6.

Line 18: Compute the maximum tax rate by dividing amount on line 16 by amount on line 6.

Line 19: Compute the tax amount to be committed by multiplying the amount on line 3 by the selected tax rate. The rate selected must range between rate calculated on Line 17 and rate calculated on Line 18.

Line 20: Compute the maximum overlay by multiplying the net amount to be raised by local property tax rate, located on line 15, by .05.

Line 21: Compute the Homestead Reimbursement by multiplying the value on line 4b by the selected tax rate on line 19. Enter the Homestead Reimbursement on line 8 of the Assessment Warrant.

Line 22: Compute the Business Equipment Tax Exemption (“BETE”) reimbursement by multiplying the BETE exempt value, entered on line 5, by the selected tax rate entered on line 19. Enter the BETE Reimbursement on line 9 of the Assessment Warrant.

Line 23: Compute the overlay amount: enter the sum of the tax for commitment amount computed on line 19 plus the Homestead Reimbursement amount entered on line 21; then subtract that total from the net amount to be raised by local property tax calculated on line 15. Enter the overlay amount of line 5 of the Assessment Warrant. A lower tax rate should be selected **IF** the overlay computed on line 23 exceeds the maximum overlay computed on line 20.