

The Commonwealth of Massachusetts

Assessors' Use only

Name of City or Town

Date Received

FISCAL YEAR _____ FORM OF LIST
Return of personal property subject to taxation
General Laws Chapter 59, § 29

TO BE FILED BY ALL GAS DISTRIBUTION AND TRANSMISSION UTILITY COMPANIES
SUBJECT TO TAXATION IN THIS CITY OR TOWN
PERSONAL PROPERTY SCHEDULES NOT OPEN TO PUBLIC INSPECTION
(See General Laws Chapter 59, § 32)

Return to: Board of Assessors
Form must be filed by March 1 unless an
extension is granted by the board of assessors

1. TAXPAYER INFORMATION. Complete all sections that apply. Please type or print.

A. Identity of Filer: Legal Name of Company _____ Company Business Name (DBA) _____ Business Address: _____ Billing Address (if different): _____ Authorized Agent and Title: _____ Agents Fax Number: _____ Agents Mailing Address : _____		B. Assessors' use only
C. Indicate status: <input type="checkbox"/> Individual. (Do not include social security number above) <input type="checkbox"/> Partnership. Provide names of all partners: _____ <input type="checkbox"/> Association or Trust. Provide names of all members/trustees: _____ <input type="checkbox"/> Limited Liability Company. Provide names of all members: _____ If any of above, or other non-corporate entity, treated as corporation for federal income tax purposes (a) by default rules, check here. <input type="checkbox"/> Or (b) by election form, check here. <input type="checkbox"/> Effective date: _____ Attach federal election form 8832. <input type="checkbox"/> Corporation. (Check this box only if an incorporated entity) <input type="checkbox"/> Other. Specify: _____		
D. Annual certification of entity tax status (all except individuals must complete): Has entity filed Certification of Entity Tax Status as of this January 1 with Department of Revenue? Yes <input type="checkbox"/> No <input type="checkbox"/> (Certification must be filed annually on or before April 1. <u>DOR Directive 12-05</u>) If yes, provide confirmation number _____		
E. Nature of business:	F. State of formation:	G. Date of formation:
H. Business address (1) Address of principal place of business: _____ (2) Mailing address (if different): _____ (3) Telephone number: _____		
I. Location(s) of personal property:		

2. GENERAL INFORMATION

A. WHO MUST FILE A RETURN. This Form of List (**State Tax Form 2-504-G**) must be filed each year by all individuals, partnerships, associations, trusts, corporations, limited liability companies and other legal entities in the business of providing gas transmission or distribution systems that own or hold taxable personal property on January 1.

B. WHEN AND WHERE RETURN MUST BE FILED. This return must be filed by March 1 with the board of assessors in the city or town where the personal property is situated on January 1. If the property has no situs on January 1, it must be listed on a return filed with the assessors in the city or town where you are domiciled (legal residence or place of business). A return is not considered filed unless it is complete.

C. FILING EXTENSION. The board of assessors may extend the filing deadline if you make a written request and show sufficient reason for not filing on time. The latest the filing deadline can be extended is the last day for applying for abatement of the tax for the fiscal year to which the filing relates.

D. AUDITS. The board of assessors may audit your books, papers, records and other data in order to determine whether you have accurately reported all taxable personal property. Any audit will be conducted within 3 years of the date your return is due or filed, whichever is later. The assessors may assess taxes on unreported or inaccurately reported taxable personal property discovered by the audit within 3 years and 6 months of the date your return is due or filed, whichever is later.

E. PENALTY FOR NOT FILING, FILING LATE OR NOT COMPLYING WITH AUDIT. If you do not file a return for the fiscal year and comply with audit requests for books, papers, records and other data, the assessors cannot abate for overvaluation of the personal property for that year. If your return is not filed, or you do not comply with audit requests, on time, the assessors can only abate if you show a reasonable excuse for the late filing or the tax assessed is more than 150% of the amount that would have been assessed if the return had been timely and properly filed. In that case, only the amount over that percentage can be abated.

F. USE OF AND ACCESS TO RETURN AND RECORDS. The information in the return is used by the board of assessors to determine the taxable or exempt status of your personal property and, if taxable, its fair market value. You may also be required to provide the assessors with further information about the property in writing and asked to permit them to inspect it. Personal property Information listed in Schedules I-V, or obtained during an audit, is not available to the public for inspection under the state public records law. It is available only to the assessors and Massachusetts Department of Revenue for purpose of administering the tax laws.

3. TAXABLE PERSONAL PROPERTY

In general, all tangible personal property situated in Massachusetts and all tangible personal property owned by Massachusetts domiciliaries is taxable unless expressly exempt [G.L. c. 59, §§ 2 & 18]. Exemptions are usually based on (1) ownership, (2) type of property, or (3) use of property. The following chart summarizes the personal property that is taxable and must be listed in the return. If you have any questions about the taxable status of your personal property, please contact your board of assessors.

A. INDIVIDUALS, PARTNERSHIPS, ASSOCIATIONS, TRUSTS, and LIMITED LIABILITY COMPANIES filing for federal income tax purposes as individuals, partnerships, or disregarded entities; and other non-corporate entities.	All tangible personal property requested in the schedules that follow. are entitled to exemption for (1) household furniture and effects at their domicile, (2) farm utensils, (3) tools of a mechanic's trade, and (4) boats, fishing gear and nets up to a value of \$10,000 owned and actually used in the individual's business if engaged exclusively in commercial fishing. M.G.L. c. 59, § 5, cl. 201.
B. BUSINESS CORPORATIONS as defined in G.L. c. 63, § 30 and taxable under G.L. c. 63, § 39, including Massachusetts and out-of-state corporations treated as such for federal income tax purposes and LIMITED LIABILITY COMPANIES and other unincorporated entities treated as corporations for federal income tax purposes.	Poles, underground conduits, wires and pipes. All "machinery used in the conduct of business* except machines that are (1) stock in trade, or (2) used directly in dry cleaning or laundering processes, to refrigerate goods or air condition premises, or in purchasing, selling, accounting or administrative functions. [G.L. c. 59, § 5, cl. 16(2)].

4. INSTRUCTIONS FOR COMPLETING SCHEDULES

List all items of taxable personal property owned or held on January 1 in the appropriate schedules that follow, including items in your physical possession on that date under a consignment, license, mortgage, pledge or other arrangement. You must also list all real property owned in the city or town on January 1. For your return to be considered complete, lease, all information specified in the Schedules I through V must be provided and all copies of leases, consignments, etc., for any property in your possession under such arrangements must be attached. In addition, the assessors request that you submit additional information supporting the reported net original cost of taxable assets and the cost value reported as new growth.

This form of list must be filed electronically.

Schedule I - Asset Listings: Submitted information should include the original book cost and net book value of all personal property assets by utility account, including vintage year and asset category description and corresponding account number based on the Federal Reserve Regulatory (FERC) Uniform System of accounts, with certain modifications (see 220CMR51.02)

Identify (X) New Growth: Property new to a community as of January 1, whether it is new, used, or transferred from another community, must be identified on the asset list with an "X" in the appropriate column.

Schedule II - Distribution: Include number of miles of underground piping and the number of services and meters.

Schedule III - Depreciation: Include the average service lives used to determine the depreciation for each FERC account and corresponding tax-book depreciation lives.

Schedule IV - CWIP, CIAC, Undistributed Property: Should include personal property placed in service, construction work in progress, contributions in aid of construction, and undistributed property that has been placed but not yet recorded in any asset category, including property held for future use.

Schedule V - Real Property: Include all real property owned in the city or town on January 1.

5. SIGNATURES

A. SIGNATURE OF TAXPAYER. This list, prepared or examined by me, includes all taxable personal property owned or held by the maker of this list on January 1 (except, if applicable, property that must be listed on another local or central valuation property return) and to the best of my knowledge and belief, it and all accompanying schedules and statements are true, correct and complete.

Subscribed this _____ day of _____, _____ under the penalties of perjury.

Signature _____ (Sign full name of individual or authorized officer)

Title of authorized officer _____

(Print or type) _____
Name of signer _____ Address _____ Telephone _____

Email Address _____ FAX Number _____

B. DESIGNATION OF REPRESENTATIVE. If it is your desire to be represented by an employee, attorney, accountant or other agent with respect to any matter associated with this list, indicate the name of the person you have authorized and to whom the contents of this list may be disclosed, along with the information requested.

Name of designated representative _____

Address _____ Telephone _____

Email Address _____ FAX Number _____

ASSESSORS' USE ONLY

GAS UTILITY (FERC) ACCOUNT CODES

Asset Description Table

Table	Description	FERC
Row	Transmission and Distribution Plant	Account
1	MAINS	367
2	COMPRESSOR STATION EQUIPMENT	368
3	MEASURING & REGULATING STATION EQUIPMENT	369
4	MAINS, CAST IRON	376
5	MAINS, STEEL	376
6	MAINS, PLASTIC	376
7	COMPRESSOR STATION EQUIPMENT	377
8	MEAS. AND REG. STATION EQUIPMENT	378
9	MEAS. AND REG. STATION EQUIPMENT - CITY GATE	379
10	SERVICES	380
11	METERS	381
12	METER INSTALLATIONS	382
13	HOUSE REGULATORS	383
14	HOUSE REGULATORS INSTALLATIONS	384
15	OTHER PROPERTY ON CUSTOMER PREMISE	386
16	OTHER EQUIPMENT	387
	General Plant	
20	POWER OPERATED EQUIPMENT	396
21	COMMUNICATION EQUIPMENT	397
22	MISCELANEOUS EQUIPMENT	398
23	OTHER TANGIBLE PROPERTY	399

Schedule I. Asset Listing

[illegible]

Schedule II.Distribution System

Owner's Name:	
Fiscal Year:	
Community:	
Schedule II:	Gas Distribution System
Miles of Underground Piping	
Number of Services	
Number of Meters	

Schedule III. Depreciation

Owner's Name:	
Fiscal Year:	
Community:	
Schedule III.	Depreciation Lives by FERC Account

FERC Account	Description Transmission and Distribution Plant	Depreciation Enter Service Life	Depreciation Enter Tax Book Life
367	MAINS		
368	COMPRESSOR STATION EQUIPMENT		
369	MEASURING & REGULATING STATION EQUIPMENT		
376	MAINS, CAST IRON		
376	MAINS, STEEL		
376	MAINS, PLASTIC		
377	COMPRESSOR STATION EQUIPMENT		
378	MEAS. AND REG. STATION EQUIPMENT		
379	MEAS. AND REG. STATION EQUIPMENT - CITY GATE		
380	SERVICES		
381	METERS		
382	METER INSTALLATIONS		
383	HOUSE REGULATORS		
384	HOUSE REGULATORS INSTALLATIONS		
386	OTHER PROPERTY ON CUSTOMER PREMISE		
387	OTHER EQUIPMENT		
	General Plant		
396	POWER OPERATED EQUIPMENT		
397	COMMUNICATION EQUIPMENT		
398	MISCELANEOUS EQUIPMENT		
399	OTHER TANGIBLE PROPERTY		

Schedule IV.CWIP, CIAC & Undist

Owner's Name:		
Fiscal Year:		
Community:		
Schedule IV:	CWIP, CIAC, & Undistributed Property	
(a)	(b)	(c)
CWIP	Year	Original Cost
CIAC	Year	Original Cost
Undistributed Property	Year	Original Cost

[illegible]

Schedule V. Real Property

[illegible]