

**M-1 REPORT OF MUNICIPAL PROPERTY TAX COLLECTORS CERTIFICATE TO  
THE SECRETARY OF THE OFFICE OF POLICY AND MANAGEMENT TO BE  
FILED ON OR BEFORE JULY 1, 2013**



**PART I**

<b>NAME OF MUNICIPALITY:</b>	<b>Town or District Code</b>
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<b>TYPE OF MUNICIPALITY:</b>	Town <input type="checkbox"/>	Borough <input type="checkbox"/>	City <input type="checkbox"/>
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<b>Name of Tax Collector</b>	Appointed <input type="checkbox"/>	Elected <input type="checkbox"/>
<b>Telephone Number: (Include Area Code)</b> <b>Fax Number:</b>	<b>E-mail Address:</b>	
<b>Business Mailing Address:</b>	<b>Town or City/Zip Code + 4</b>	

**PART II--Mill Rate(s)**

On the \_\_\_\_\_ day of \_\_\_\_\_, 2013 a tax rate of \_\_\_\_\_ mills  
was levied by the \_\_\_\_\_.  
(Name of Authority, Which Levied the Rate)

List any special tax districts within the municipality that have contracted your office to collect taxes for them.  
*Exclude those independent tax districts that levy and collect their own taxes.*

DISTRICT	MILL RATE	DISTRICT	MILL RATE

**PART III—Tax Due Dates**

<b>List tax due dates for the above taxes on lines below (do not include supplemental motor vehicle due date):</b>		
REAL PROPERTY	PERSONAL PROPERTY	MOTOR VEHICLES
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

## PART IV--Collection Statistics

1. Does your municipality provide for credit card collections? Yes  No
2. If yes, please enter the 2012-2013 Fiscal Year amount collected. \$ \_\_\_\_\_
3. May a credit card be used for all taxes? Yes  No
4. If no, what are the restrictions? \_\_\_\_\_  
\_\_\_\_\_
5. Did the municipality provide for the assignment of tax liens in accordance with §12-195h C.G.S.? Yes  No
6. If yes, what method did the municipality use to assign the tax liens? \_\_\_\_\_  
\_\_\_\_\_
- 6a. Please enter the dollar amount received under this method, including interest and lien fees. \$ \_\_\_\_\_

## PART V--Tax Levy

### 2013 TAX LEVY ON THE GRAND LIST OF OCTOBER 1, 2012

<b>NET REAL PROPERTY TAX LEVY</b> (tax dollars)	\$
<b>NET PERSONAL PROPERTY TAX LEVY</b> (tax dollars)	\$
<b>NET MOTOR VEHICLE TAX LEVY</b> (tax dollars)	\$
<b>TOTAL TAX LEVY</b> (tax dollars)	\$

### 2012 TAX LEVY ON THE GRAND LIST OF OCTOBER 1, 2011

<b>NET SUPPLEMENTAL MOTOR VEHICLE TAX LEVY</b> (tax dollars)	\$
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## PART VI—Certification

**Please Print Collectors Name** (Legible Print Please)

*I hereby certify that the foregoing report is true and correct to the best of my knowledge and belief.*

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(Signed, TAX COLLECTOR)

(Dated)



STATE OF CONNECTICUT  
Office of Policy and Management

May 7, 2013

**TAX COLLECTORS:**

The enclosed M-1 Annual Report of Municipal Property Tax Collectors is due **July 1, 2013**. Please fill out the enclosed M-1 report as soon as this year's mill rate for your municipality is set and return it to Shirley Corona, Office of Policy and Management, Intergovernmental Policy Division, 450 Capitol Avenue MS# 54 FOR, Hartford, Connecticut 06106-1379.

**INSTRUCTIONS FOR COMPLETING THIS REPORT**

This report covers the fiscal year July 1, 2013 through June 30, 2014 for the 2013 Rate Book (Grand List of October 1, 2012). The Secretary of the Office of Policy and Management will use this information in computing the amount of state grants-in-aid and for statistical purposes.

**PLEASE READ INSTRUCTIONS CAREFULLY AND TYPE OR PRINT YOUR RESPONSES TO ALL QUESTIONS**

**PART I - Demographics**

- Name of Municipality or District
- Town Code: Please enter Town or District Code.
- Name of Collector, Telephone Number and Area Code, Fax Number (Include office where Fax is located if other than the Tax Collector's Office.), and E-mail address and Business Mailing Address. (Mailing Lists are public records and are distributed upon request. Please consider this when entering a mailing address.)

**PART II - Mill Rate(s)**

- Mill Rate(s)--if multiple rates are in effect, list separately. If additional space is needed to respond to the questions, please provide an attachment.
- For purposes of this part, included are towns, cities, boroughs, and special tax districts comprised within.

**Excluded from reporting are independent tax districts having the power to make appropriations and to levy and collect taxes. These districts will file separately. If you have contracted to collect taxes for an independent tax district include their mill rate(s) in Part II.**

**PART III - Tax Due Date(s)**

- Do **not** include due date of Supplemental Motor Vehicle Levy.

**PART IV - Collection Statistics**

- If additional space is needed to respond to the questions, please provide an attachment.

**PART V - Tax Levy**

•2013 Net Tax Levy for Real Property -- Do **not** include special taxing and service districts. This information is extremely important. Incorrect data may result in a substantial loss of revenue to your municipality. Your municipality's real property tax levy is used in the calculation of several municipal grants-in-aid.

NET REAL PROPERTY LEVY means the tax dollars due on real property on the 2012 grand list. To calculate this amount, the final net grand list for real property is to be multiplied by the mill rate(s). Any adjustments made by the Board of Assessment Appeals prior to the setting of the mill rate(s) should be reflected. This amount should not reflect anticipated reimbursements from the State. Do not add such reimbursements to the total tax due.

NET PERSONAL PROPERTY LEVY means the tax dollars due on personal property on the 2012 grand list. To calculate this amount, the final net grand list for personal property is to be multiplied by the mill rate(s). Any adjustments made by the Board of Assessment Appeals prior to the setting of the mill rate(s) should be reflected. This amount should not reflect anticipated reimbursements from the State. Do not add such reimbursements to the total tax due.

NET MOTOR VEHICLE LEVY means the tax dollars due on motor vehicles on the 2012 grand list. To calculate this amount, the final net grand list for motor vehicles is to be multiplied by the mill rate(s). Any adjustments made by the Board of Assessment Appeals prior to the setting of the mill rate(s) should be reflected. This amount should not reflect anticipated reimbursements from the State. Do not add such reimbursements to the total tax due.

NET SUPPLEMENTAL MOTOR VEHICLE LEVY means the tax dollars due on motor vehicles on the 2011 grand list. To calculate this amount, the final net grand list for motor vehicles is to be multiplied by the mill rate(s). Any adjustments made by the Board of Assessment Appeals prior to the setting of the mill rate(s) should be reflected. This amount should not reflect anticipated reimbursements from the State. Do not add such reimbursements to the total tax due.

**PART VI - Certification**

Sign and date the certification and return it by **July 1**. Please note that Section 12-9 of the Connecticut General Statutes requires the Office of Policy and Management to levy a **\$100** penalty for failure to file this report on or before July 1. In the event you are unable to meet this deadline, a waiver may be granted in accordance with the regulation entitled, ***Penalties and the Waiver of Penalties for Failure to Comply with Certain State Reporting Requirements*** (§12-9-1 and §12-9-2). A waiver request must be in writing, contain a reason for such request, be co-signed by the Tax Collector and the Chief Executive Officer, and be filed with this office within (30) days of July 1. Any questions regarding the enclosed M-1 form may be directed to Shirley Corona at (860) 418-6221 or [Shirley.corona@ct.gov](mailto:Shirley.corona@ct.gov).

Very truly yours,



W. David LeVasseur  
Acting Undersecretary  
Intergovernmental Policy Division