


**New look for PP Online Filing website**

Dashboard page – After taxpayers register, they will have a “tile” for the business on the screen. If they have more businesses to add to their account, they can enter another Access code above and click “Add Access Code”

They can view instructions or click START FORM to begin that business filing. At anytime they can click on Dashboard to see the status of their accounts or reprint submitted declarations.

Town of Fairfield Personal Property Declarations

Enter Access Code

Add Access Code

**Penalty for Late Filing** - Failure to file timely will result in a penalty equal to 25% of the assessment of the personal property. This declaration must be filed or postmarked (as defined in C.G.S Sec 1-2a) no later than **November 3, 2025**

**ABC LLC (UID: 2021163 | Access: 20211638458)**  
Property Address: 444 MAIN ST

**2025 Filing Period**  
You will be able to progress at your pace. Every time you click next a draft will be saved. If you wish to stop at any time, you may do so, but be sure to note your login information as you will have to login the next time you visit this page.

Start Form

Print Form / Instructions

**JOHN SMITH LLC (UID: 30810 | Access: 308107385)**  
Property Address: 123 MAIN ST


**2025 Filing Period**  
You will be able to progress at your pace. Every time you click next a draft will be saved. If you wish to stop at any time, you may do so, but be sure to note your login information as you will have to login the next time you visit this page.

Start Form


Print Form / Instructions


Home Page – after they start form, they can view the summary of their starting assets on the home page. They can update their business status at the top if they sold, moved or closed. They can View more instructions about who should file, view an example filing, or filing requirements. These items come from the Declaration Instructions on page 2.


They can click Start Declaration to begin editing their account

**Has this business been sold, closed or moved since October?** If yes , please click [here](#) to update your business status. 

Instructions


  
Who should File?

  
Example

  
Requirements

Summary of Existing Assets

Code	Prior Year Cost	Current Year Cost
16 FURNITURE & FIXTURES	\$1,489.00	\$1,489.00
20 EDP EQUIPMENT	\$1,500.00	\$1,500.00



Start Declaration

They can click the NEXT or PREVIOUS buttons on each page to advance or go back. Or they can click the section names at the top to skip around. The progress goes from left to right as they finish each section.

Next is the Business Info section. Here they click the EDIT button next to each section to change it. The next pages have samples of the screens in Business Info.

1 Business Info

2 Taxable Assets

3 Exemptions

4 Review

5 Sign Declaration

6 Submit Form

Business Information

Business Status

Edit

Personal Property Data

Edit

Business Data

Edit

Lessor's Listing

Edit

Lessee's Listing

Edit

Next

Business Status Page:

### Business Closed/Sold/Moved

If you no longer own this Business or Personal Property assessed in your name last year, you do not need to file assets with this declaration. You must however, provide information related to the name of the new owner of the property or the date your business ceased or to where you moved the business (see below). Otherwise the assessor must assume that you are still operating the business and still own and have failed to declare your Taxable Personal Property.

Still in Business in this Town

Sold Business

Moved Business out of Town

Terminated Business

Personal Property Data screen – has the Name, DBA, mailing address info for the business

Personal Property Data

Owner's Name	<input type="text" value="ABC LLC"/>
DBA	<input type="text" value="ABC BOOK STORE"/>
Location Number	<input type="text" value="444"/> <span>*Contact Assessor for any corrections to Property Location</span>
Property Location	<input type="text" value="MAIN ST"/>
Mailing Address	<input type="text" value="444 MAIN ST"/>
City	<input type="text" value="PLAINVILLE"/>
State	<input type="text" value="Connecticut"/>
Zip Code	<input type="text" value="06062"/>
Phone Number	<input type="text"/>
Email	<input type="text"/>

Person to be contacted with Questions

Name/Title	<input type="text"/>
Phone	<input type="text"/>

Back

Save

Business Data screen – has the location of accounting records and other business info seen from Page 3 of Declaration.

Business Data

Location of Accounting Records

Name	ABC LLC
Address	444 MAIN ST
City	PLAINVILLE
State	Connecticut
ZIP Code	06062
Phone Number	(860) 755-9031

Business Info

CT State Tax Id	
Federal Tax Id	
Business Description	
Number of Employees (IN THIS TOWN ONLY)	0
Business Start Date (IN THIS TOWN ONLY)	mm/dd/yyyy 
Total Square Feet (IN THIS TOWN ONLY)	0

Lessor’s Listing – no longer limited to 3 records but only 3 will print on the PDF form. They can click the ADD button to enter each Lessee

Lessor's Listing Report

☐ Did you dispose of any leased items that were in your possession on October 1, 2023?

Enter description and date of disposition

☐ Did you acquire any of the leased items that were in your possession on October 1, 2023?

Enter previous lessor, item(s) and date(s) acquired

☐ Is the cost of any of the equipment listed below declared anywhere else on this declaration?

Enter year and cost

Lessee Name	Lessee Address	Physical Location Equipment	Equipment Description	Acq Date	Lease Begin	Lease End	Monthly Rent
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+ Add

Back To Business Info

Lessee’s Listing – no longer limited to 3 records but only 3 will print on the PDF form. They can click the ADD button to enter each Lessor

Lessee's Listing Report

Lessor Name	Acq Descs	Model1	Year Manu1	Lease Begin1	Lease End1	Monthly Rent1	Acq Cost1
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+ Add

Back To Business Info










Taxable Assets page – the summary of the starting cost and the current cost (updated as the user edits the codes) are here by item code. They click EDIT to change the costs for the item code. Assets <= \$250 are also on this screen at the very bottom.

Taxable Assets

	2024 Original Cost	2025 Original Cost	
<b>Code 09</b> UNREGISTERED MOTOR VEHICLES	\$0	\$0	 Edit
<b>Code 10</b> MACHINERY & EQUIPMENT	\$0	\$0	 Edit
<b>Code 11</b> HORSES	\$0	\$0	 Edit
<b>Code 12</b> COMMERCIAL FISHING APPARATUS	\$0	\$0	 Edit
<b>Code 13</b> MFG MACHINERY & EQUIPMENT	\$0	\$0	 Edit
<b>Code 16</b> FURNITURE & FIXTURES	\$1,489	\$1,489	 Edit
<b>Code 17</b> FARM MACHINERY	\$0	\$0	 Edit
<b>Code 18</b> FARM TOOLS	\$0	\$0	 Edit
<b>Code 19</b> MECHANICS TOOLS	\$0	\$0	 Edit

Editing an item code – They can click the plus sign to add assets (increase the Original cost) or click the trash can to dispose assets (decrease the Original cost). The last column will show the positive and negatives to the starting cost.

Code 16 : FURNITURE & FIXTURES

Year Ending	Original Cost	New Original Cost	% Good	Depreciated Value	Add/Edit	Dispose	Added/Disposed
10/1/2025	0	0	95	0	+		0 / 0
10/1/2024	0	0	90	0	+		0 / 0
10/1/2023	0	0	80	0	+		0 / 0
10/1/2022	0	0	70	0	+		0 / 0
10/1/2021	1489	1489	60	893	 +		0 / 0
10/1/2020	0	0	50	0	+		0 / 0
10/1/2019	0	0	40	0	+		0 / 0
Prior Years	0	0	30	0	+		0 / 0

Back to Taxable Assets



Adding assets:

Add a taxable asset

Record Year

2025

Year Applied

2021

Code

16

Original Cost

1489

Date Acquired

mm/dd/yyyy

Description

Description

Cancel

Save

Disposals:

Code 16 : FURNITURE & FIXTURES

Disposal, Sale, or Transfer Property

Date Removed

+ Add

Reason

Add disposal asset

Code

16

Record Year

2025

Date Removed

08/22/2025

Item Description

Year Acquired

2021

Original Cost

1489

Acquisition Cost

0

(Must not exceed the original cost)

Reason










(Sold, Scrapped, Transferred, Returned, etc)

Cancel

Save

Example of an item code that has been added to and disposed:

Code 16 : FURNITURE & FIXTURES

Year Ending	Original Cost	New Original Cost	% Good	Depreciated Value	Add/Edit	Dispose	Added/Disposed
10/1/2025	0	500	95	475			500 / 0
10/1/2024	0	0	90	0	+		0 / 0
10/1/2023	0	0	80	0	+		0 / 0
10/1/2022	0	0	70	0	+		0 / 0
10/1/2021	1489	1000	60	600	+		0 / 489
10/1/2020	0	0	50	0	+		0 / 0
10/1/2019	0	0	40	0	+		0 / 0
Prior Years	0	0	30	0	+		0 / 0

Back to Taxable Assets

Assets <= \$250– This item appears at the bottom of the list of item codes.

Assets Orig Value <= \$250  
Assets Purchased Prior to 2015

\$0\$489

Edit

Previous

Next

Detailed Listing of Assets Original Value Less than or Equal to \$250

Pursuant to CGS 12-81(79) – Listing of assets purchased prior to 10/1/2015 with an original value ≤ \$250.

Code	Description	Purchase Value
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+ Add

Add asset

Code \*

Description \*

Date Acquired \*

Purchase Value \*

09/02/2025

0

Cancel

Save

Exemptions Page – they can check the boxes next to exemptions they want to claim. Any Manufacturing, machinery, or horses will require them to click EDIT to enter the application information.

### Your Exemptions

The Assessor will make the final determination as to your eligibility of any exemptions being claimed. Check the box to claim an exemption or click the Edit button. Some require additional forms to be sent to the Assessor.

**Mechanic's Tools**  
\$500 Value

☐

**Commercial Fishing Apparatus**  
\$500 Value

☐

**Farming Tools**  
\$500 Value

☐

**Municipal Leased**  
Tax Exempt (per 12-81)

☐

**Water or Air Pollution Control Equipment**  
Connecticut DEP Certificate Required. Provide copy to Assessor

☐

**Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone**  
Exemption Application M-55 required annually. Provide to Assessor

☐

**Manufacturing Machinery & Equipment**  
Exemption Claim Required Annually (Previously Exemptions N & R)

☐

✎

Edit

**Farm Machinery, Horses or Ponies**

☐

✎

Edit

## Review Page – shows the summary of assets and exemptions declared

2 Taxable Assets      3 Exemptions      4 Review      5 Sign Declaration      6 Submit Form

### Personal Property Declaration - Summary Sheet

Property Code and Description	Net Depreciated Value
<b>#9 Motor Vehicles</b> UNREGISTERED motor vehicles (e.g., campers, RV's, snowmobiles, trailers, trucks, passenger cars, off-road construction vehicles, etc.) including any vehicles garaged in Connecticut but registered in another state, or any such vehicle not registered at all. If you are a farmer eligible for exemption under Sec. 12-91, list tractors in Code 17.	0
<b>#10 Machinery &amp; Equipment</b> Industrial manufacturing machinery and equipment (e.g., tools, dies, jigs, patterns, etc.). Include air and water pollution control equipment.	0
<b>#11 Horses and Ponies</b> Describe your horses and ponies. A \$1,000 assessment exemption per animal will be applied. If you are a farmer, the exemption may be 100% provided Form M-28 is filled with and approved by the Assessor.	0
<b>#12 Commercial Fishing Apparatus</b> All fishing apparatus exclusively used by a commercial fisherman in his business (e.g., fishing poles, nets, lobster pots, fish finders, etc.). A \$500 value exemption will be applied.	0
<b>#13 Newly acquired manufacturing machinery &amp; equipment</b> Newly acquired manufacturing machinery and equipment used in manufacturing; used in research or engineering devoted to manufacturing; or used for the significant or overhauling of industrial machinery or factor products.	0
<b>#14 Mobile Manufactured Homes</b> if not currently assessed as real estate.	0
<b>#16 Furniture &amp; Fixtures</b> Furniture, fixtures and equipment of all commercial, industrial, manufacturing, mercantile, trading and all other business, occupation and professions. Ex: desks, chairs, tables, file cabinets, typewriters, calculators, copy machines, telephones, mobile telephones, answering machines, facsimile machines, postage meters, cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitchen equipment, etc.	1075

Sign Declaration – owner or agent signs the declaration electronically.

✓

Taxable Assets

✓

Exemptions

✓

Review

✎

Sign Declaration

6

Submit Form

Declaration of Personal Property Affidavit

Completion of Owner Name and/or Agent Name constitutes an electronic signature pursuant to Section 12-41 of the Connecticut General Statutes.

Section A - Owner

I DO HEREBY declare under penalty of false statement that all sections of this declaration have been completed according to the best of my knowledge, remembrance and belief, that it is a true statement of all my personal property liable to taxation; and that I have not conveyed or temporarily disposed of any estate for the purpose of evading the laws relating to the assessment and collection of taxes as per Connecticut General Statutes §12-49.

☐ Owner ☐ Partner ☐ Corporate Officer ☐ Member

Owner Name

Date (MM/DD/YYYY)

mm/dd/yyyy

Section B - Agent

I DO HEREBY declare under oath that I have been duly appointed agent for the owner of the property listed herein and that I have full authority and knowledge sufficient to file a property declaration for him in accord with the provisions of § 12-50 C.G.S.

Agent Name

Witness Name

Date (MM/DD/YYYY)

mm/dd/yyyy

Notes:

Notes

Save Signature and Continue

Submit Form – they can indicate if they will have additional attachments to send to the town via email. The registered email address for the account will appear as the contact email. The user can skip this step and go to Print next if they want to preview their forms first. No matter what, they will always have a chance to print their forms after submission.

✓ Taxable Assets — ✓ Exemptions — ✓ Review — ✓ Sign Declaration — 6 Submit Form

## Final Submit

Are you sure you want to submit Personal Property declaration forms to Town Of now? Once you submit, you cannot change the declaration again. You will be able to print your forms on the next page after submitting.

**You will receive a confirmation email serving as proof of filing. Please make sure to check your junk email folder if you do not receive it before contacting the Assessor.**

- Viewed Declaration Instructions
- Completed all appropriate sections of the declaration
- Completed all required exemption applications
- Signed and Dated Personal Property Affidavit
- Downloaded and printed all forms

☒ By checking the box, I agree and certify that my printed signature is my signature and I agree to conduct this transaction electronically.

Do you have attachments to email to the Assessor separately? (Examples: Bill of Sale, Letter of Dissolution, additional sheets of leased equipment...)

☐ Yes ☒ No

Contact Email

Filed Date

08/22/2025

Submit Declaration

◀ Previous

Next ▶

Print Page – They can click the form they want to print/download.

Print Declaration Forms

Select Tax Form

Select Form

Select Form

Full Form

Itemized MME

MME Exemption Claim

Farm Machinery Exemption Claim

Print Declaration Forms

Select Tax Form

Full Form

Download

Their Dashboard is now updated for this business. They can only View or Print from this point on for this particular business.

**ABC LLC (UID: 2021163 | Access: 20211638458)**  
Property Address: 444 MAIN ST

**2025 Filing Period**  
You will be able to progress at your pace. Every time you click next a draft will be saved. If you wish to stop at any time, you may do so, but be sure to note your login information as you will have to login the next time you visit this page.

View

Print Form / Instructions

Submitted: 08/22/2025

**JOHN SMITH LI**  
Property Address: 12

**2025 Filing Period**  
You will be able to progress at your pace. Every time you click next a draft will be saved. If you wish to stop at any time, you may do so, but be sure to note your login information as you will have to login the next time you visit this page.



Registration and Login screens – Remember, only one person can register a business to their email address. And every year they must register brand new with a new access code.

If they register but then forget their password, they can click the “Reset Password” link on the Login page now. An automatic email will be sent to the email that was registered where they can click the link for reset and assign a new password.

They can also print a blank declaration with their account info on the form if they want to mail in the form instead.

REGISTER

Valid Email Address

Email Address

Confirm Email Address

Confirm Email

Password (Alphanumeric Allowed)

Password

Confirm Password

Confirm Password

Town

Fairfield

Enter ACCESS CODE provided by your municipality

Access Code

Register

The email and password you used last year is no longer valid. Each year you must register with a new access code for security reasons. Click the Register button in the top right if you have not created a new login yet.

LOGIN

Fairfield

Email

Password

Login

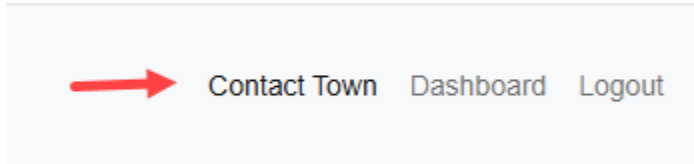
Reset Password?

OR

Enter ACCESS CODE provided by your municipality:

Print a blank declaration form

They can click on “Contact Town” in the upper right corner of the website for help. This information will come from the new Setup table in PPCAMA so please fill that out in the meantime.



**For questions relating to your business filing:**

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**Town Name:** FAIRFIELD

**Town Hall Location:** 611 OLD POST RD

**Assessor's office phone:** (203) 755-9031

**Assessor's office email:** ASSESSOR@FAIRFIELDCT.ORG

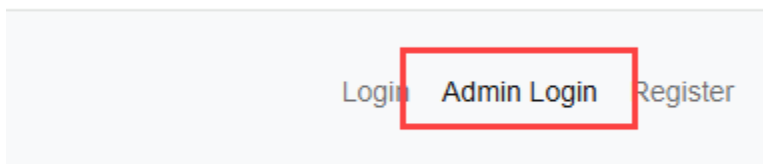
**For technical questions relating to the website:**

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**QDS Support:** [assessorsupport@qds.biz](mailto:assessorsupport@qds.biz)

Online Admin screen – once you click on the password reset link in the email we send you for the Admin, you can register the email and a password for admin access.

The admin login link will appear in the upper right corner.



ADMIN LOGIN

Fairfield

cthompson@qds.biz

.....

Login

Reset Password?

It will show you any accounts that have submitted their forms online. Click the 3-dot button in the Forms column and you will get the option to view/download the PDF form(s) for that account if you wish. The Resubmit button allows you to reopen that account for re-filing in the case that taxpayer needs to re-file because of error. Use this sparingly to avoid confusion about which one is their true filing. You probably want to make a note on their account in PPCAMA so staff are aware they plan to re-file online.

Submitted Forms

Record Year	Unique ID	Business Name	Address	City	State	Zip	Date Filed	Forms	Resubmit
2025	2021028	PRIDE & JOY HOMES LLC	591 SOUTH BENSON RD	FAIRFIELD	CT	06824	2025-08-27	:	<div>Resubmit</div>
2025	2021197	GO GRAHAM LLC	354 PEQUOT AVENUE	SOUTHPORT	CT	06890	2025-08-27	:	<div>Resubmit</div>

Full Form

Itemized MME

MME Exemption Claim

Farm Machinery Exemption Claim