

City of Boston
Assessing Department

Personal Property
Online Filing

Every business in the City of Boston is required by MA State Law to file a
Form of List/State Tax Form 2 annually by March 1.
All taxable personal property owned, held, or leased should be listed.
(M.G.L. Chapter 59, Section 29)

This PowerPoint presentation is a guide
to assist the taxpayer to file his or her
Business Personal Property
Form of List (FOL)
online.

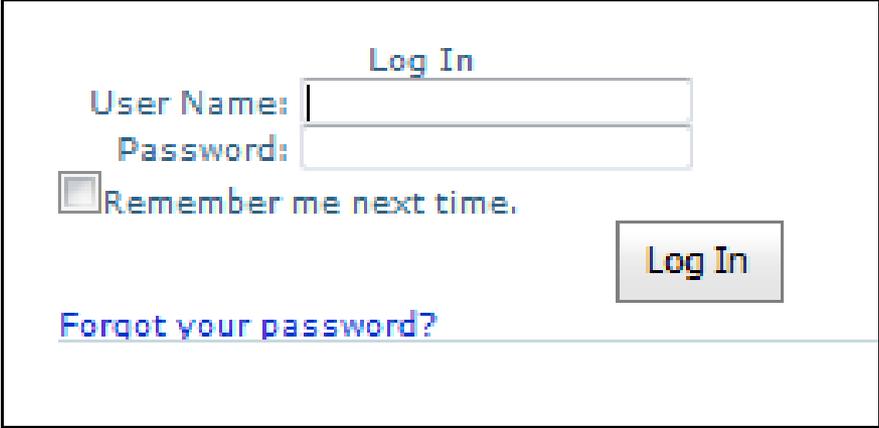
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The Log In

User Name: Your User Name is **always** your six digit Identification No. or Account Number.

Password: A temporary password will be issued to you. Upon your first log in, you will be directed to create a password of your own choosing.



The image shows a login form with the following elements:

- A title "Log In" centered at the top.
- A "User Name:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A checkbox labeled "Remember me next time."
- A "Log In" button.
- A link labeled "Forgot your password?" at the bottom left.

New filers are required to change their password upon first log in.
This is done in the [Profile](#) Screen.

The screenshot shows the 'Personal Property Online' profile management interface. At the top right, the user is greeted with 'Hello 000000' and has links for 'Edit Profile' and 'Logout'. A purple box labeled 'One' points to the 'Hello 000000' text. A red box labeled 'Two' points to the 'Edit Profile' link. An orange box labeled 'Three' points to the 'Logout' link. Below the greeting is a 'Change Your Password' section with fields for 'User Name' (000000), 'Current Password', 'New Password', and 'Confirm New Password'. A note states 'Please enter a password at least 6 characters long.' and a 'Change Password' button is present. The bottom section is 'Change your email address' with fields for 'Email address' (taxpayer123@gmail.com) and 'Confirm Email address', along with 'Change Email' and 'Continue' buttons.

One: Greeting to the user followed by User Name/Account Number.

Two: Edit Profile: at any time while logged in you may enter this page to edit your profile.

Three: At any time you may log out; all edits will be saved for your next session.

Personal Property Online

Hello 000000
[Edit Profile](#)
[Logout](#)

Change Your Password

User Name:

Current Password:

New Password:

Please enter a password at least 6 characters long.

Confirm New Password:

Change your email address

Email address:

Confirm Email address:

The light blue horizontal line separates two functions on this page: changing your password and/or changing you email address.

The **Continue** button can be used for either function

Upon entering the website for the first time, you will set up your **Profile**: creating a new password and entering an email address. The email address is needed to send you a new password if forgotten, and to send you confirmation of your submission.

The screenshot shows a web interface titled "Personal Property Online". In the top right corner, it says "Hello 000000" with links for "Edit Profile" and "Logout". The main content is divided into two sections. The first section, "Change Your Password", contains input fields for "User Name" (pre-filled with "000000"), "Current Password", "New Password", and "Confirm New Password". A note below the "New Password" field states "Please enter a password at least 6 characters long." A "Change Password" button is at the bottom of this section. The second section, "Change your email address", contains input fields for "Email address" (pre-filled with "taxpayer123@gmail.com") and "Confirm Email address", with "Change Email" and "Continue" buttons below. An orange bracket on the right side of the "Change Your Password" section points to a box labeled "Section One".

Section One: New password: your current password is the six digit number from your letter.

1. Create a new password using at least six digits.
2. Confirm by entering the new password a second time.
3. Click **Change Password**.
4. Click **Continue**

Section Two: Creating the email address:

1. Enter the designated email address in each field
2. Click **Change Email**.

Personal Property Online

Hello 000000
[Edit Profile](#)
[Logout](#)

Change Your Password

User Name: 000000

Current Password:

New Password:

Please enter a password at least 6 characters long.

Confirm New Password:

Change your email address

Email address: taxpayer123@gmail.com

Confirm Email address:

Section Two

Continue

If your company has previous filed online and the email address has changed, proceed to **Section Two** and enter the new address, click **Continue**.

The screenshot displays a web form titled "Personal Property Online". In the top right corner, it says "Hello 000000" with links for "Edit Profile" and "Logout". The form is divided into two main sections. The first section, "Change Your Password", contains input fields for "User Name" (pre-filled with "000000"), "Current Password", "New Password", and "Confirm New Password". A note below these fields states, "Please enter a password at least 6 characters long." A "Change Password" button is positioned below the "Confirm New Password" field. The second section, "Change your email address", contains input fields for "Email address" (pre-filled with "taxpayer123@gmail.com") and "Confirm Email address". Below these fields are "Change Email" and "Continue" buttons. An orange bracket on the right side of the "Change your email address" section points to a box labeled "Section Two".

It is important you remember your password.
If you forget your password,
click the **Forgot Your Password?** option.



Log In

User Name : 000000

Password : ●●●●●●

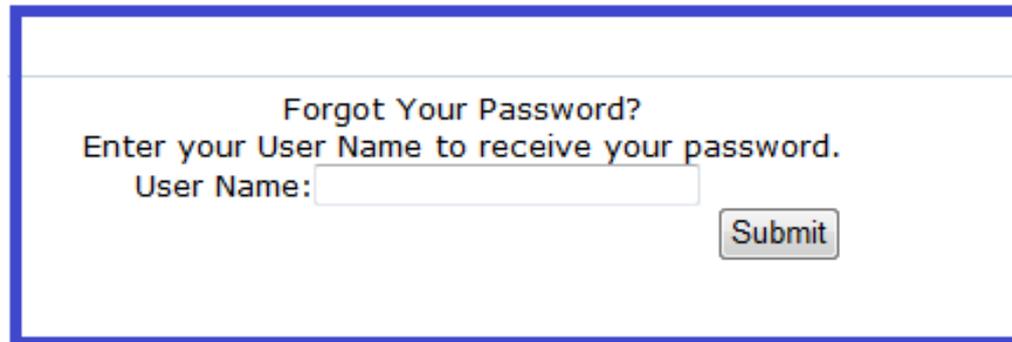
Remember me next time.

[Create New Account](#)

[Forgot your password?](#)

Log In

You will be directed to the following prompt, enter your User Name (Identification No or Account Number)
Click **Submit**.



Forgot Your Password?
Enter your User Name to receive your password.
User Name:

Once the email address has been submitted, click **Continue**.
You will receive an email with the following information:



**Some of the temporary passwords will have many different characters.
It is best to copy and paste the new temporary password.**

Section One: enter the temporary password into the **Current Password** field; enter your new password in the **New Password** field; and re-enter that new password in the **Confirm New Password** field. Click **Change Password**.

Personal Property Online

Hello 000000
[Edit Profile](#)
[Logout](#)

Change Your Password

User Name: 000000

Current Password:

New Password:

Please enter a password at least 6 characters long.

Confirm New Password:

Change your email address

Email address: taxpayer123@gmail.com

Confirm Email address:

Section One

Click **Continue**

Affirmation of accuracy of submission

City of Boston Online Filing of Personal Property

MASSACHUSETTS STATE TAX FORM 2 - FORM OF LIST
Return of personal property subject to taxation
General Laws Chapter 59, § 29

PERSONAL PROPERTY SCHEDULES NOT OPEN TO PUBLIC INSPECTION
(See General Laws Chapter 59, § 32)

The information to be filed in this online submission includes all taxable personal property owned or held by this entity 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.

AGREE

DECLINE

Click **AGREE** to continue.

Clicking **DECLINE** will direct you back to the log in page.

The first page/screen is where you will verify all information.
To add or change your information you must click **EDIT** to the left.

Hello 000000
[Edit Profile](#)
[Logout](#)

Account Number: 000000

[Edit](#) Edit to add or change your information.

Tax Payer Information

Owner's Name: J
Business Name: J
Business Address: 41 Market
BRIGHTON, MA 02135
Business Phone:
Mailing Address: 41 Market St
Brighton, MA 02135
Email Address:

FID Number:

Indicate Status

Individual
 Partnership
 Association
 Limited Liability Company

If any of above, or other non-corporate entity, treated as corporation for federal income tax (a) by default rules, or (b) by election form, check here.
Effective date: . Attach federal election form 8832. [Upload on next page.](#)

if entity filing federally as a corporation is classified as a manufacturer by Commissioner of Revenue.
[To be classified as a manufacturer, an application must be made to the Commissioner on or before January 31 on form 355Q. G.L. c. 63, §§ 38C & 42B; c. 58, § 2; c. 59, § 5(16)(5) and 830 C.M.R. 58.2.1]

if entity filing federally as a corporation is classified as a manufacturer by Commissioner of Revenue.

Corporation

if corporation classified as a manufacturer by Commissioner of Revenue.
 if an insurance company filing premium excise return 63-20P or 63-23P (G.L. c. 63, §§ 20 & 23).
 if a financial institution filing financial institution excise return 63 FI (G.L. c. 63, §§ 1 & 2)
 if a utility corporation filing public service corporation franchise tax return PS1 (G.L. c. 63, §52A)

Executor
 Other

| Nature of Business | State of formation | Date of formation |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

The following four areas are required to better understand your business.

Indicate Status:

Choosing a status will determine how you are assessed; Individual, Partnership Association, a Limited Liability Company (LLC), Corporation, Executor or Other.

Nature of Business:

In your own words what type of business: i.e. Coffee House, Retail of Women's Clothing, Salon/Barber Shop, Marketing, Engineering, Law Offices, Rooming House, Dentist, etc.

State of Formation:

This is the two digit postal code for the state your company was created, i.e. MA for Massachusetts; DE for Delaware, WA for Washington, etc.

Date of Formation:

Should follow – mm/dd/yyyy. If the you are uncertain of the actual date but know it's in 2001, enter 01/01/2001.

This is the Edit mode for the first page/screen.

Account Number: 04729 Hello 95
Edit Profile
Logout

Tax Payer Information

| | | | |
|---------------------|-----------------------------|-------------|----------------------|
| Owner's First Name: | | FID Number: | |
| Owner's Last Name: | | | |
| Business Name: | | | |
| Business Address: | | | |
| Business Address2: | | | |
| City: | State: <input type="text"/> | Zip: | <input type="text"/> |
| Business Phone: | | | |
| Mailing Address: | | | |
| Mailing Address2: | | | |
| City: | State: <input type="text"/> | Zip: | <input type="text"/> |
| Email Address: | | | |

Indicate Status

Individual
 Partnership
 Association
 Limited Liability Company

If any of above, or other non-corporate entity, treated as corporation for federal income tax (x) by default rules, or (b) by election form, check here.
Effective date: . Attach federal election form 8832.
 If entity filing federally as a corporation is classified as a manufacturer by Commissioner of Revenue.
[To be classified as a manufacturer, an application must be made to the Commissioner on or before January 31 on form 355Q, G.L.
 If entity filing federally as a corporation files Massachusetts return 63-20P, 63-23P, 63FI or PS1. (see below)

Corporation
 If corporation classified as a manufacturer by Commissioner of Revenue.
 If an insurance company filing premium excise return 63-20P or 63-23P (G.L. c. 63, §§ 20 & 23).
 If a financial institution filing financial institution excise return 63 FI (G.L. c. 63, §§ 1 & 2)
 If a utility corporation filing public service corporation franchise tax return PS1 (G.L. c. 63, §52A)

Executor

| | | |
|----------------------|-----------------------------|---------------------------------|
| Nature of Business | State of formation | Date of formation |
| <input type="text"/> | US Post Office abbreviation | MM/dd/yyyy <input type="text"/> |

[Update](#) [Cancel](#) Update to save changes.

Once all the information has been entered click **Update** then **Next**.

Second Page/Screen

Hello 04729
[Edit Profile](#)
[Logout](#)

Account Number: 04729
[Edit](#) Edit to add or change your information

Filer Information

Filer Name: _____
Filer Title: _____
Years in Business: 0
(From Profile) Email Address: personalpropertytols@gmail.com
Fax Number: _____

Check to use prior page Tax Payer Info

Business Information

Number of Employees: 0 **Number of Personal Computers (offices only):** 0
Number of Vehicles: 0
Seating Capacity (Restaurants Only): 0 **Number Of Guest Rooms (for hotels, rooming houses, etc):** 0
Square Footage Used: 0 **Square Footage of Area Occupied by Business:** 0
Number Of Business Locations: _____

Please provide addresses for all locations in the space below:

Business sold, closed or moved out of Boston

NOTE: If your business sold, closed or moved out of Boston before January 1, please enter the date in the appropriate box as well as provide supporting documentation via the upload feature below.

Date Sold: **Date Closed:** **Date Moved:**

For non-asset document uploads only.
Maximum file size: 4Mb, PDF only.
For example, Form 8832, leases, exemption documentation, proof of business closure, etc.
For assets upload see next page.

Upload

Uploaded files

| Uploaded Documents | Date |
|--------------------|------|
| No data to display | |

Request for automatic 30 day extension
Returns must be filed by March 01. An automatic extension of 30 days will be granted if requested by March 01

Click here if you wish an automatic 30 day extension
If requested, your return will be due on April 01

Below is the first half of the 2nd screen/page.
The filer information is the actual person whom is entering this information.
If we have any questions we need to contact the actual filer.

The blue [Edit](#) link to the left

Hello 04729
[Edit Profile](#)
[Logout](#)

Account Number: 04729
[Edit](#) Edit to add or change your information

Filer Information

Filer Name:
Filer Title:
Years in Business: 0
(From Profile) Email Address: personalpropertyols@gmail.com
Fax Number:

Check to use prior page Tax Payer Info

Business Information

Number of Employees: 0
Number of Vehicles: 0
Seating Capacity (Restaurants Only): 0
Square Footage Used: 0
Number Of Business Locations:

Number of Personal Computers (offices only): 0
Number Of Guest Rooms (for hotels, rooming houses, etc): 0
Square Footage of Area Occupied by Business: 0

Please provide addresses for all locations in the space below:

Business sold, closed or moved out of Boston

NOTE: If your business sold, closed or moved out of Boston before January 1, please enter the date in the appropriate box as well as provide supporting documentation via the upload feature below.

Date Sold:
Date Closed:
Date Moved:

Business Information:

If any of the information does not apply to your company leave it blank.

Business sold, closed or moved out of Boston:

Please fill out the appropriate field and continue or submit.

Below is the second half of the 2nd screen/page.

This area is for uploading the following documents via PDF:

1. Leasing for any and all assets.
2. Federal Tax form 8832
3. Exemption status documents.

For non-asset document uploads only.
Maximum file size: 4Mb, PDF only.
For example, Form 8832, leases, exemption documentation, proof of business closure, etc.
For assets upload see next page.

Browse...
Browse...
Browse...
Browse...

Upload

| Uploaded Documents | Date |
|--------------------|------|
| No data to display | |

Request for automatic 30 day extension
Returns must be filed by March 01. An automatic extension of 30 days will be granted if requested by March 01

Click here if you wish an automatic 30 day extension
If requested, your return will be due on April 01

Back Next

You don't need to be in edit mode to upload documents

If your company requires additional time click the 30 day extension box and an email will be sent to the filer stating an extension has been granted.

Edit Mode

Hello 047295
Edit Profile
Logout

Account Number: 047295

Filer Information

Filer Name: Check to user prior page Tax Payer Info
Filer Title:
Years in Business:
(From Profile) Email Address:
Fax Number:

Business Information

Number of Employees: Number of Personal Computers (offices only):
Number of Vehicles: Number Of Guest Rooms (for hotels, rooming houses, etc):
Seating Capacity (Restaurants Only): Square Footage of Area Occupied by Business:
Square Footage Used: Number Of Business Locations:

Please provide addresses for all locations in the space below:

Business sold, closed or moved out of Boston

NOTE: If your business sold, closed or moved out of Boston before January 1, please enter the date in the appropriate box as well as provide supporting documentation via the upload feature below.

Date Sold: Date Closed: Date Moved:

[Update](#) [Cancel](#) Update to save the changes.

For non-asset document uploads only.

Maximum file size: 4MB, PDF only.
For example, Form 8832, leases, exemption documentation, proof of business closure, etc.
For assets upload see next page.

| | |
|----------------------|-----------|
| <input type="text"/> | Browse... |

Upload

| Uploaded Documents | Date |
|--------------------|------|
| No data to display | |

Request for automatic 30 day extension

Returns must be filed by February 28. An automatic extension of 30 days will be granted if requested by February 28

Click here if you wish an automatic 30 day extension

If requested, your return will be due on March 31

Once all the information has been entered click **Update** and then click **Next**.

The third page/screen: Asset Entry

Assets are to be entered onto one page.

Hello 047295
[Edit Profile](#)
[Logout](#)

Account Number: 047295
Asset Reporting

You can either download a formatted spreadsheet to enter your assets, or you may enter assets individually below. If you choose the upload option, Excel 2007, or newer, or Open Office is required. Once your assets have been entered and the spreadsheet saved, you can import it to your return using the following upload. [Click here for Instructions and General Information.](#) Once successfully imported, your assets will appear in the grid below.

[Link to formatted Excel Spreadsheet](#)

Import Excel Spreadsheet only

Excel

Individual asset entry, edits, exporting a copy for your records, and preparing for final submission.

To enter a new asset individually, click the "New" link on the left side of the grid, enter the data and then click on the Update link which appears in place of the "New" link to save.

Editing and deleting assets already entered or imported is done by using a combination of check boxes on the left of the grid and buttons above the grid. By checking the box(es) adjacent to the asset, and then clicking the "Start Edit" button you can edit multiple assets at once. When done editing, click the "Update" button to save or the "Cancel" button to revert back to the old values. Deleting assets is done the same way as editing. Select the check box(es) adjacent to the asset and then click "Delete" to remove from the grid. The "Select All" and "Unselect All" buttons are there so you can easily select all the assets on the current page or unselect.

In order to save a copy of your reported assets, use the export options before final submission.

| # | # | Your Unique Asset ID | Owned, Lease or Leased to Own Owned, Lease or Leased to Own | Lessor Name Address, phone, email if available | Description with Number of Units | Nature of Use | Make/Model | Quantity | Year of Purchase YYYY | Purchase Price Whole Number Only | Total Purchase Price Qty x Price | Estimated Market Value Whole Number Only |
|---------------------------|---|----------------------|--|---|----------------------------------|---------------|------------|----------|--------------------------|-------------------------------------|-------------------------------------|---|
| New No data to display | | | | | | | | | | | | |
| | | | | | | | | | | | \$0 | \$0 |

[Create Filter](#)

There are two ways to enter assets:
You can either download our formatted spreadsheet to enter your assets,
or you may enter assets individually.

An excel file using Office 2007, or newer, or Open Office

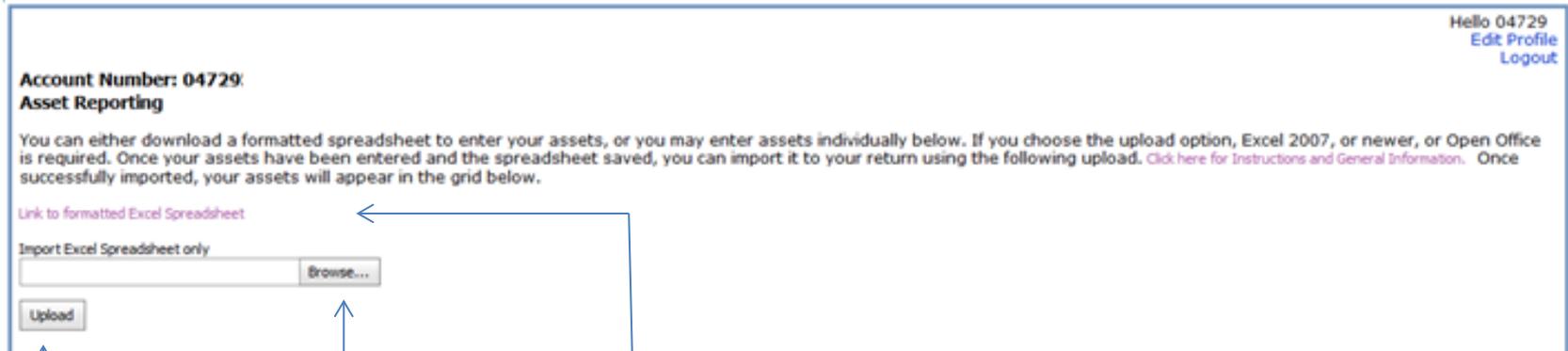
Hello 04729
[Edit Profile](#)
[Logout](#)

Account Number: 04729:
Asset Reporting

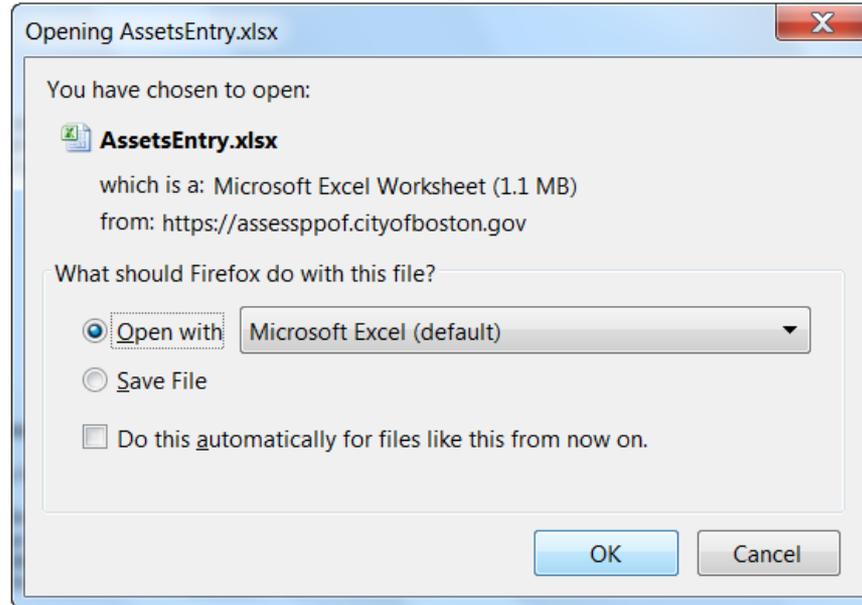
You can either download a formatted spreadsheet to enter your assets, or you may enter assets individually below. If you choose the upload option, Excel 2007, or newer, or Open Office is required. Once your assets have been entered and the spreadsheet saved, you can import it to your return using the following upload. [Click here for Instructions and General Information.](#) Once successfully imported, your assets will appear in the grid below.

[Link to formatted Excel Spreadsheet](#)

Import Excel Spreadsheet only



1. Click Link to open formatted Excel spreadsheet
2. Save to your computer
3. Enter the data
4. Save
5. Browse
6. Upload



Save to your computer and name as you wish.

Note: After you save the file you may want to log out of the website. If the website is inactive for 15 minutes the website will close automatically but will save all information entered.

| A | B | C | D | E | F | G | H | I | J | K | L |
|---|----------------------|-----------------------------|-------------|--|---------------|------------|-------------------|------------------|-------------------|--|------------------------|
| | Your Unique Asset ID | Own, Lease or Leased to Own | Lessor Name | Description with Number of Units | Nature of Use | Make/Model | Quantity | Year of Purchase | Purchase Price | Total Purchase Price (Quantity X Purchase Price) | Estimated Market Value |
| | | Own, Lease, Leased to Own | | 50 Character Limit: includes periods, commas, spaces etc | | | Whole Number Only | YYYY | Whole Number Only | DO NOT FILL/AUTOMATIC CALCULATION | Whole Number Only |
| 1 | | ↑ | | ↑ | | | ↑ | ↑ | ↑ | ✓ | \$0 |
| 2 | | | | | | | | | | ✓ | \$0 |
| 3 | | | | | | | | | | ✓ | \$0 |
| 4 | | | | | | | | | | ✓ | \$0 |
| 5 | | | | | | | | | | ✓ | \$0 |

Enter as much information regarding the asset as possible.
The required information are the columns which have a sub-header:

1. Own, Lease, Leased to Own
2. Description
3. Quantity
4. Year of Purchase
5. Purchase price

Please note Total Purchase Price is automatically calculated for you

Note: each column is limited to 50 characters.

Below is an example of an error free spreadsheet.

Use whole numbers only: no decimals, commas, formulas, dollar signs, or **negative** numbers.
 Use the Formula bar as a guide for each cells entry. Do not skip lines to separate types of assets.

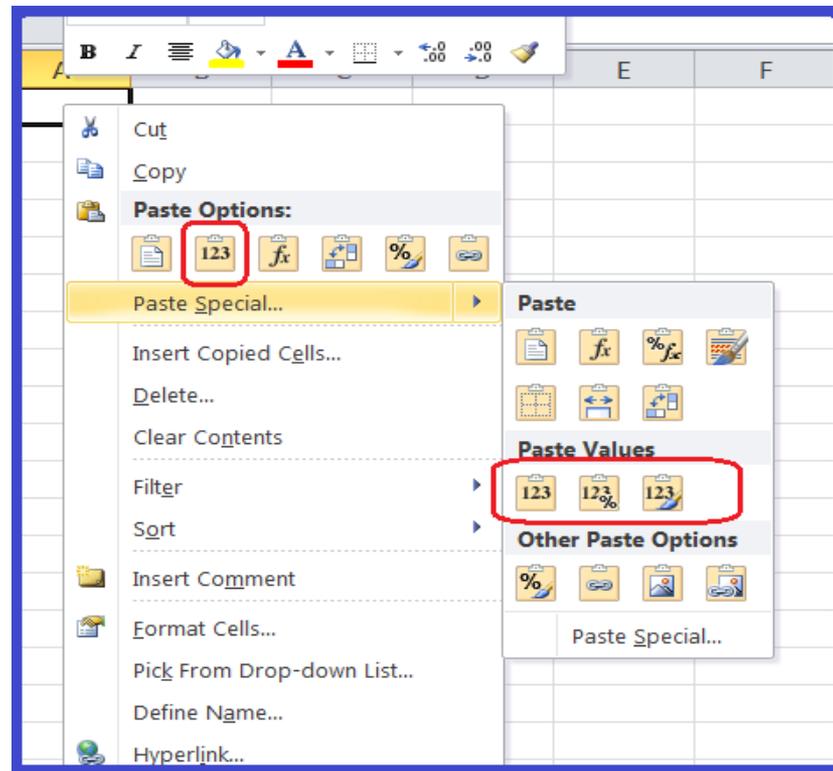
You may enter up to 25,000 asset lines.

Remember: This is a list of current assets not a income tax valuation.

| J3 | | fx 7000 | | | | | | | | | |
|----------------------|-----------------------------|-------------|--|----------------|------------|-------------------|------------------|-------------------|--|------------------------|--|
| B | C | D | E | F | G | H | I | J | K | L | |
| Your Unique Asset ID | Own, Lease or Leased to Own | Lessor Name | Description with Number of Units | Nature of Use | Make/Model | Quantity | Year of Purchase | Purchase Price | Total Purchase Price (Quantity X Purchase Price) | Estimated Market Value | |
| | Own, Lease, Leased to Own | | 50 Character Limit: includes periods, commas, spaces etc | | | Whole Number Only | YYYY | Whole Number Only | DO NOT FILL/AUTOMATIC CALCULATION | Whole Number Only | |
| 1:FN-392 | own | | Furniture & others | FURNITURE | | 1 | 2001 | \$7,000 | \$7,000 | | |
| 2:OE-111 | own | | Time stamp | OFFICE EQP | | 1 | 2001 | \$3,603 | \$3,603 | | |
| 3:FN-388 | own | | 3-workstation 1 | FURNITURE | | 1 | 2001 | \$1,445 | \$1,445 | | |
| 4:FN-389 | own | | 3-workstation 2 | FURNITURE | | 1 | 2001 | \$1,445 | \$1,445 | | |
| 5:FN-390 | own | | 3-workstation 3 | FURNITURE | | 1 | 2001 | \$1,445 | \$1,445 | | |
| 6:CC-117 | own | | Bridge 4 wire system | COMMUNICATIONS | | 1 | 2001 | \$8,598 | \$8,598 | | |
| 7:FN-391 | own | | Artwork-Cannon Beach | FURNITURE | | 1 | 2001 | \$1,095 | \$1,095 | | |
| 8:FN-551 | own | | PCS Signage 5 | FURNITURE | | 1 | 2001 | \$1,150 | \$1,150 | | |
| 9:FN-552 | own | | PCS Signage 6 | FURNITURE | | 1 | 2001 | \$758 | \$758 | | |
| 0:FN-553 | own | | PCS Signage 7 | FURNITURE | | 1 | 2002 | \$1,150 | \$1,150 | | |
| 1:FN-554 | own | | PCS Signage 8 | FURNITURE | | 1 | 2002 | \$2,751 | \$2,751 | | |
| 2:FN-393 | own | | 12 chairs 1 | FURNITURE | | 1 | 2005 | \$766 | \$766 | | |

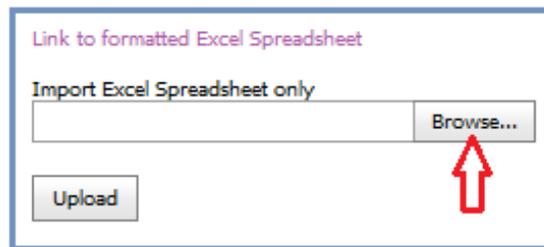
If you have the information already in another spreadsheet transfer the information using the paste options below. Paste Value options uses the end result of the formula.

Transferring the formula will cause an upload error.



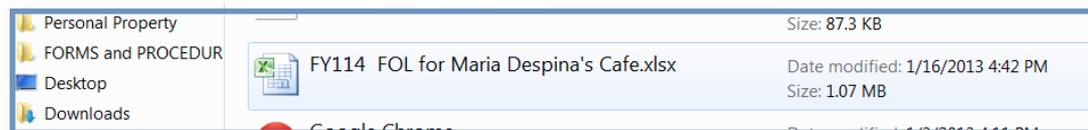
Once all of your information has been entered, save and close the file.

Return to the website, proceed to the third page/screen and Browse



The screenshot shows a web form with a blue border. At the top, it says "Link to formatted Excel Spreadsheet" in purple. Below that, it says "Import Excel Spreadsheet only" in black. There is a text input field followed by a "Browse..." button. A red arrow points up to the "Browse..." button. Below the input field is an "Upload" button.

Upload: find your document...



Account Number: 047295
Asset Reporting

You can either download a formatted spreadsheet or import your own. A formatted spreadsheet is required. Once your assets have been entered and successfully imported, your assets will appear in the system.

[Link to formatted Excel Spreadsheet](#)

Import Excel Spreadsheet only

FY114 FOL for Maria Despina's Cafe.xls ✕

If you accidentally upload the wrong document you can cancel by clicking the red **X**.

Upload

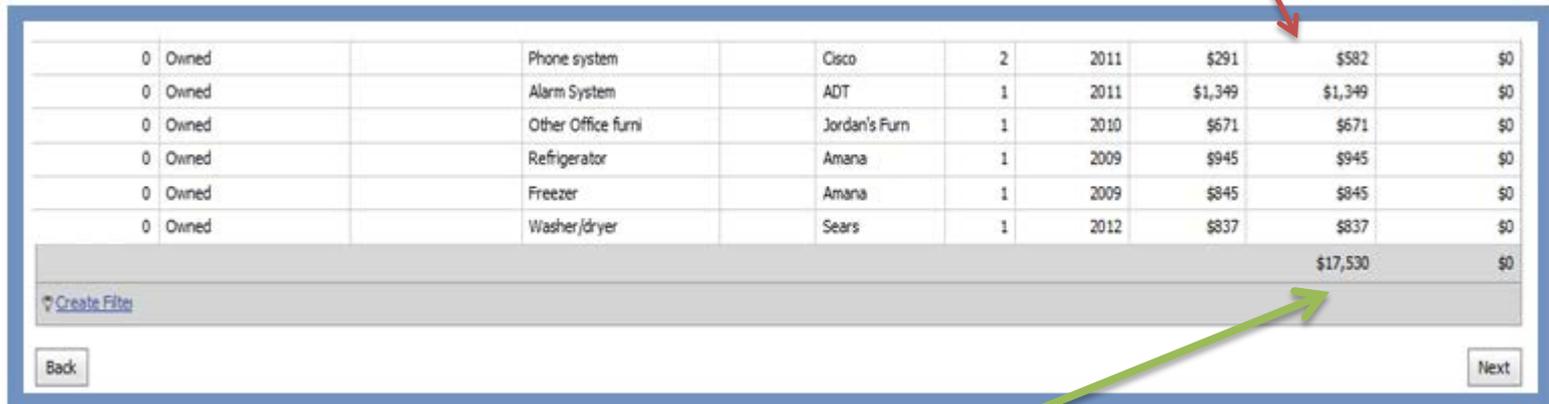
All assets entered now appear in a grid.
Review the entries and edit if necessary.

| Your Unique Asset ID | Owned, Lease or Leased to Own Owned, Lease or Leased to Own | Lessor Name Address, phone, email if available | Description with Number of Units | Nature of Use | Make/Model | Quantity | Year of Purchase YYYY | Purchase Price Whole Number Only | Total Purchase Price Qty x Price | Estimated Market Value Whole Number Only |
|----------------------|--|---|----------------------------------|---------------|--------------------|----------|--------------------------|-------------------------------------|-------------------------------------|---|
| 0 | Owned | | Chairs | Sitting | Ikea | 20 | 2010 | \$35 | \$700 | \$0 |
| 0 | Owned | | Tables | | Ikea | 5 | 2010 | \$85 | \$425 | \$0 |
| 0 | Owned | | Lamps | Lighting | Ikea | 7 | 2010 | \$55 | \$385 | \$0 |
| 0 | Owned | | Pictures - Art work | | Boston Interiors | 2 | 2011 | \$175 | \$350 | \$0 |
| 0 | Owned | | Pictures - Art work | | Boston Interiors | 4 | 2011 | \$225 | \$900 | \$0 |
| 0 | Owned | | Cabinets | | Target | 3 | 2009 | \$63 | \$189 | \$0 |
| 0 | Owned | | Coffee Machines | | Coffee Brewers Inc | 2 | 2009 | \$250 | \$500 | \$0 |
| 0 | Owned | | Plates, cups silverware | | Rest Supply Co | 1 | 2009 | \$1,000 | \$1,000 | \$0 |
| 0 | Owned | | Pans, Pots, etc | | Rest Supply Co | 1 | 2009 | \$800 | \$800 | \$0 |
| 0 | Owned | | POS cash Reg | | IBM | 1 | 2009 | \$500 | \$500 | \$0 |
| 0 | Owned | | PC for office | | Apple | 1 | 2009 | \$1,500 | \$1,500 | \$0 |
| 0 | Owned | | Sofas | | Jordan's Furn | 2 | 2011 | \$969 | \$1,938 | \$0 |
| 0 | Owned | | Signage | | Signs R Us | 1 | 2012 | \$273 | \$273 | \$0 |
| 0 | Owned | | Pc for customers | | Best Buy | 5 | 2012 | \$481 | \$2,405 | \$0 |
| 0 | Owned | | Music System | | Sirius Radio | 1 | 2011 | \$436 | \$436 | \$0 |
| 0 | Owned | | Phone system | | Cisco | 2 | 2011 | \$291 | \$582 | \$0 |
| 0 | Owned | | Alarm System | | ADT | 1 | 2011 | \$1,349 | \$1,349 | \$0 |
| 0 | Owned | | Other Office furni | | Jordan's Furn | 1 | 2010 | \$671 | \$671 | \$0 |
| 0 | Owned | | Refrigerator | | Amana | 1 | 2009 | \$945 | \$945 | \$0 |
| 0 | Owned | | Freezer | | Amana | 1 | 2009 | \$845 | \$845 | \$0 |
| 0 | Owned | | Washer/dryer | | Sears | 1 | 2012 | \$837 | \$837 | \$0 |
| | | | | | | | | | \$17,530 | \$0 |

[Create Filter](#)

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Quantity multiplied by Purchased Price equals **total purchase** price.



| | | | | | | | | | |
|---|-------|--|--------------------|---------------|---|------|---------|----------|-----|
| 0 | Owned | | Phone system | Cisco | 2 | 2011 | \$291 | \$582 | \$0 |
| 0 | Owned | | Alarm System | ADT | 1 | 2011 | \$1,349 | \$1,349 | \$0 |
| 0 | Owned | | Other Office furni | Jordan's Furn | 1 | 2010 | \$671 | \$671 | \$0 |
| 0 | Owned | | Refrigerator | Amana | 1 | 2009 | \$945 | \$945 | \$0 |
| 0 | Owned | | Freezer | Amana | 1 | 2009 | \$845 | \$845 | \$0 |
| 0 | Owned | | Washer/dryer | Sears | 1 | 2012 | \$837 | \$837 | \$0 |
| | | | | | | | | \$17,530 | \$0 |

[Create Filter](#)

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Also, a **grand total** of all assets appears.

Using the Grid: for individual asset entry

Individual asset entry, edits and exporting a copy of your records

Individual asset entry, edits, exporting a copy for your records, and preparing for final submission.

To enter a new asset individually, click the "New" link on the top left side of the grid. A blank new asset line will appear. As you enter data each cell accessed will turn green; the green will disappear once the changes have been saved. The "Owned, Leased or Leased to Own" column has a drop down box; choose the appropriate box for the asset entered. Repeat until all assets have been entered then click the "Save changes" link at the bottom of the grid on the right.

Editing and deleting assets already entered or imported previously: Click the lines to be edited, edit and then click the "Save changes" link. You also have the option to "Cancel changes".

To export your assets to Excel or PDF for your records: Click the "Export to XLSX" or "Export to PDF" button, and save to your computer.

Review all assets - check the math. Submit on next page, and log out. You may re-enter the account; you will be asked if you want to amend the return; answering yes doesn't mean you have amended the account. Review your assets, export the file if you forgot and then log out. If you submit again then any changes will be reflected as an amended return.

| New | Your Unique Asset ID | Owned, Lease or Leased to Own Owned, Lease or Leased to Own | Lessor Name Address, phone, email if available | Description with Number of Units | Nature of Use | Make/Model | Quantity | Year of Purchase YYYY | Purchase Price Whole Number Only | Total Purchase Price Qty x Price | Estimated Market Value Whole Number Only |
|---------------------------------|----------------------|--|---|----------------------------------|---------------|------------|----------|--------------------------|-------------------------------------|---|---|
| No data to display | | | | | | | | | | | |
| | | | | | | | | | | \$0 | \$0 |
| 🔍 Create Filter | | | | | | | | | | | |
| | | | | | | | | | | Save changes Cancel changes | |

Data entry of assets are one at time, left to right.

To add a line(s) click the blue [New](#) link.

Review all assets - check the math. Submit on next page, and log out. You
Review your assets, export the file if you forgot and then log out. If you subr

Delete All Export to XLSX Export to PDF

| New | Your Unique Asset ID | Owned, Lease or Leased to Own Owned, Lease or Leased to Own | Lessor Name Address, phone, email if a |
|--------|----------------------|--|---|
| Delete | | <input type="text"/> | |
| | | Leased to Own | |
| | | Owned | |
| | | Leased | |

Create Filter

Back

Click the down arrow to choose **Owned, Lease to Own or Leased**

Green represents new edits.

For leased assets enter the appropriate information
(also attached a copy of the lease as a PDF on the second screen)

For accounts with multiple locations add the appropriate location for each asset.
Value for each location can be determined for the Third Quarter Bill.

| New | Your Unique Asset ID | Owned, Lease or Leased to Own Owned, Lease or Leased to Own | Lessor Name Address, phone, email if available | Description with Number of Units | Nature of Use | Make/Model | Quantity | Year of Purchase YYYY | Purchase Price Whole Number Only | Total Purchase Price Qty x Price | Estimated Market Value Whole Number Only |
|-------------------------------|----------------------|--|---|----------------------------------|---------------|---------------|----------|--------------------------|-------------------------------------|-------------------------------------|---|
| Delete | | Owned | | Tables | | Washington St | 2 | 2015 | \$250 | \$500 | |
| Delete | | Owned | | Tables | | Tremont St | 3 | 2015 | \$275 | \$825 | |
| Delete | | Leased | Ricoh, 888-555-1212 | Copier | | Washington St | 1 | 2012 | | \$0 | |
| Delete | | Leased | Ricoh, 888-555-1212 | Copier | | Tremont St | 1 | 2013 | | \$0 | |
| Delete | | Owned | | Chairs | | Washington St | 5 | 2015 | \$150 | \$750 | |
| Delete | | Owned | | Chairs | | Tremont St | 5 | 2015 | \$175 | \$875 | |
| | | | | | | | | | | \$0 | \$0 |
| Create Filter | | | | | | | | | | | |
| | | | | | | | | | | Save changes | Cancel changes |

Once finished click **Saved Changes**.
Every time an edit is made click **Saved Changes**.

Once all of your assets have been entered, they appear in a grid

Review for accuracy and completeness... notice the red boxes

| New | Your Unique Asset ID | Owned, Lease or Leased to Own | Lessor Name Address, phone, email if available | Description with Number of Units | Nature of Use | Make/Model | Quantity | Year of Purchase YYYY | Purchase Price Whole Number Only | Total Purchase Price Qty x Price | Estimated Market Value Whole Number Only |
|--------|----------------------|-------------------------------|--|-------------------------------------|-------------------------------|------------|----------|-----------------------------|---|---|---|
| Delete | | Owned | | Docs Open to DM | Migration FeeOpen Text In | | 75 | 2012 | \$54 | \$4,050 | \$0 |
| Delete | | Owned | | Software Licenses | ComputatioOpen Text Inc | | 75 | 2012 | \$160 | \$12,000 | \$0 |
| Delete | | Owned | | Software | iComputatidDragon Voice RI | | 1 | 2012 | \$211 | \$211 | \$0 |
| Delete | | Owned | | Refrigerator | RefrigeratioSears/Compact | | 2 | 2012 | \$408 | \$816 | \$0 |
| Delete | | Owned | | Projector | iPresentatidEpson | | 1 | 2012 | \$425 | \$425 | \$0 |
| Delete | | Owned | | Software | Conversion Elite/GWAE cor | | 1 | 2012 | \$480 | \$480 | \$0 |
| Delete | | Owned | | Printer | Printing IHP/U | | 1 | 2012 | \$694 | \$694 | \$0 |
| Delete | | Owned | | IComputer Rack | MdElectronic siAcsiu | | 1 | 2012 | \$1,000 | \$1,000 | \$0 |
| Delete | | Owned | | Computer | computationDeiVLaptop | | 1 | 2012 | \$1,003 | \$1,003 | \$0 |
| Delete | | Owned | | iPrinter | iSecurity HP/6200 | | 1 | 2012 | \$1,090 | \$1,090 | \$0 |
| Delete | | Owned | | Software | iElectronic5Microsoft/20icj | | 1 | 2012 | \$1,111 | \$1,111 | \$0 |
| Delete | | Owned | | ICloud Software | iSecurity HP/6200 | | 1 | 2012 | \$6,636 | \$6,636 | \$0 |
| | | | | | | | | | | \$29,516 | \$0 |

[Create Filter](#)

The image on this page and subsequent pages hereafter has been altered and is presented for educational purposes only. Thus, the total is incorrect.

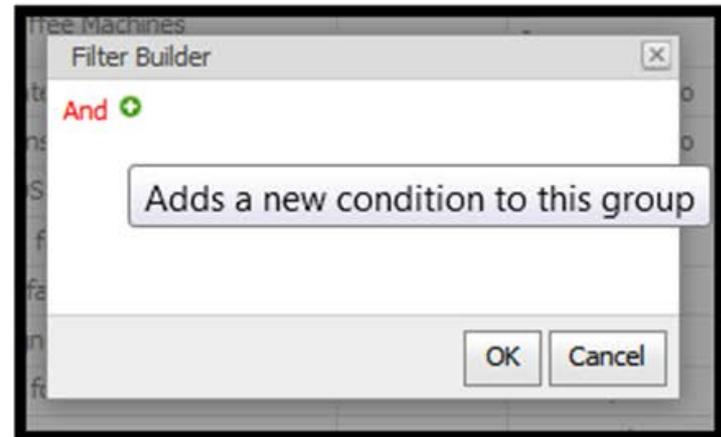
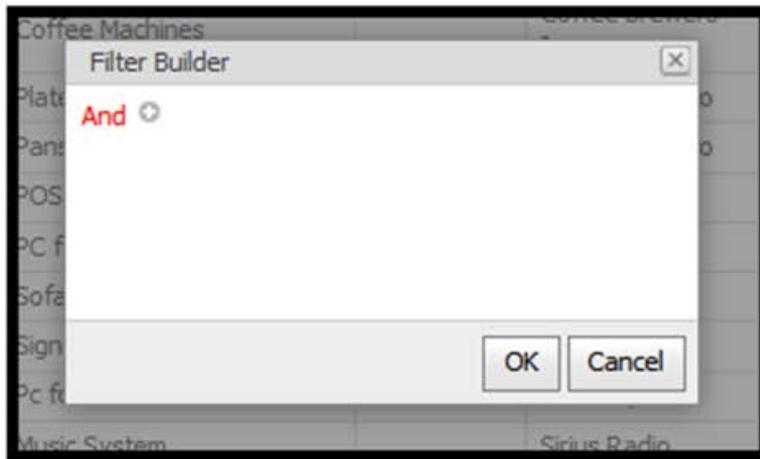
The **math** is done for you and a **total** is given.

Filtering Assets

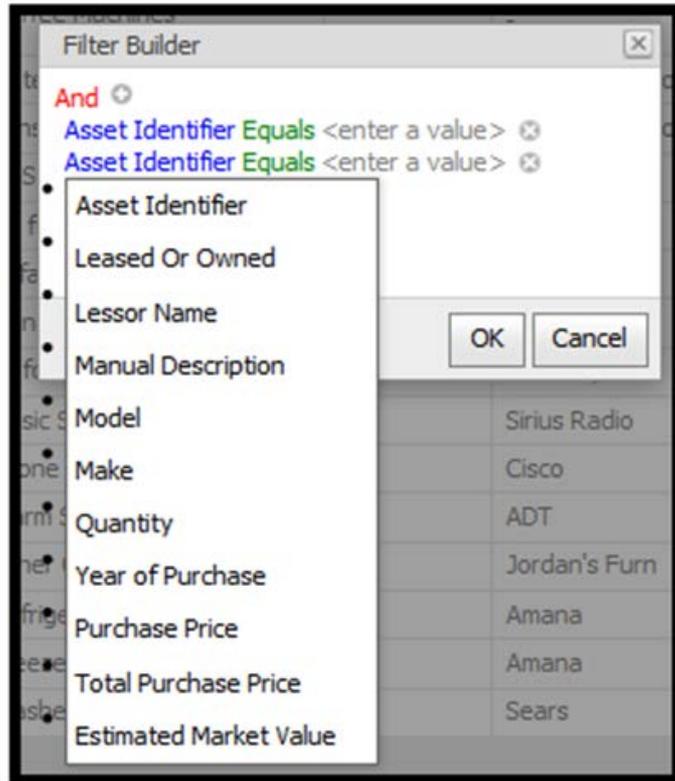
If you need to find one asset out of many, you may filter the grid area to locate the asset. Click **Create Filter**.

| Start Edit Delete Select All Unselect All Export to XLSX Export to PDF | | | | | | | | | | | | |
|--|--------------------------|----------------------|--|---|----------------------------------|---------------|--------------------|----------|--------------------------|-------------------------------------|-------------------------------------|---|
| # | # | Your Unique Asset ID | Owned, Lease or Leased to Own Owned, Lease or Leased to Own | Lessor Name Address, phone, email if available | Description with Number of Units | Nature of Use | Make/Model | Quantity | Year of Purchase YYYY | Purchase Price Whole Number Only | Total Purchase Price Qty x Price | Estimated Market Value Whole Number Only |
| New | <input type="checkbox"/> | | 0 Owned | | Chairs | Sitting | Ikea | 20 | 2010 | \$35 | \$700 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | Tables | | Ikea | 5 | 2010 | \$85 | \$425 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | Lamps | Lighting | Ikea | 7 | 2010 | \$55 | \$385 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | Pictures - Art work | | Boston Interiors | 2 | 2011 | \$175 | \$350 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | Pictures - Art work | | Boston Interiors | 4 | 2011 | \$225 | \$900 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | Cabinets | | Target | 3 | 2009 | \$63 | \$189 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | Coffee Machines | | Coffee Brewers Inc | 2 | 2009 | \$250 | \$500 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | Plates, cups silverware | | Rest Supply Co | 1 | 2009 | \$1,000 | \$1,000 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | Pans, Pots, etc | | Rest Supply Co | 1 | 2009 | \$800 | \$800 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | POS cash Reg | | IBM | 1 | 2009 | \$500 | \$500 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | PC for office | | Apple | 1 | 2009 | \$1,500 | \$1,500 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | Sofas | | Jordan's Furn | 2 | 2011 | \$969 | \$1,938 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | Signage | | Signs R Us | 1 | 2012 | \$273 | \$273 | \$0 |
| New | <input type="checkbox"/> | | 0 Owned | | Pc for customers | | Best Buy | 5 | 2012 | \$481 | \$2,405 | \$0 |
| | | | | | | | | | | | \$17,530 | \$0 |
| Create Filter | | | | | | | | | | | | |
| Back Next | | | | | | | | | | | | |

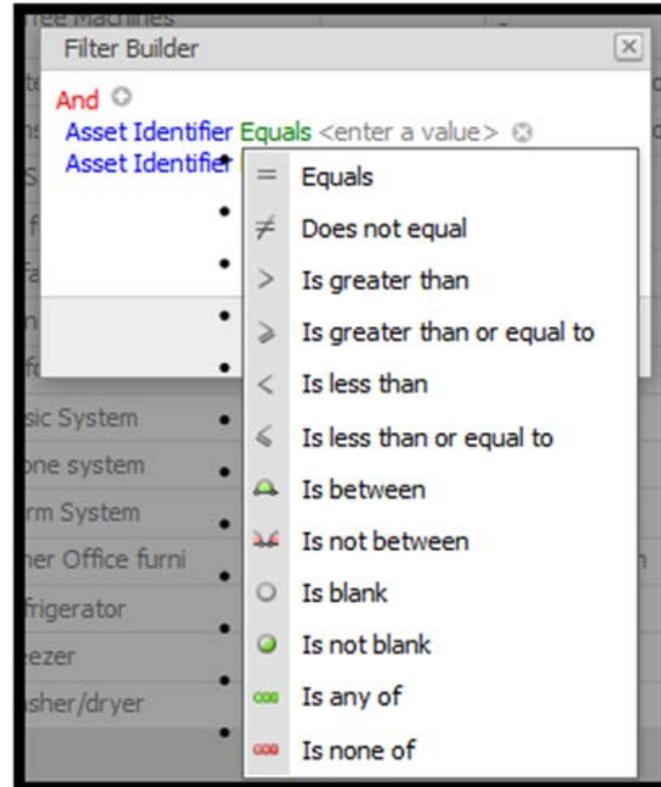
Query



Choose the column header

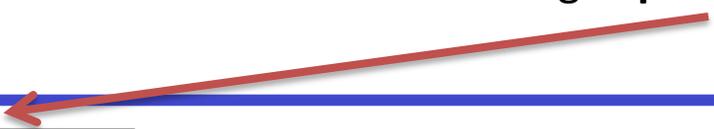


Enter the item of your search



Exporting a copy for your records

It is recommended using **Export to XLSX**



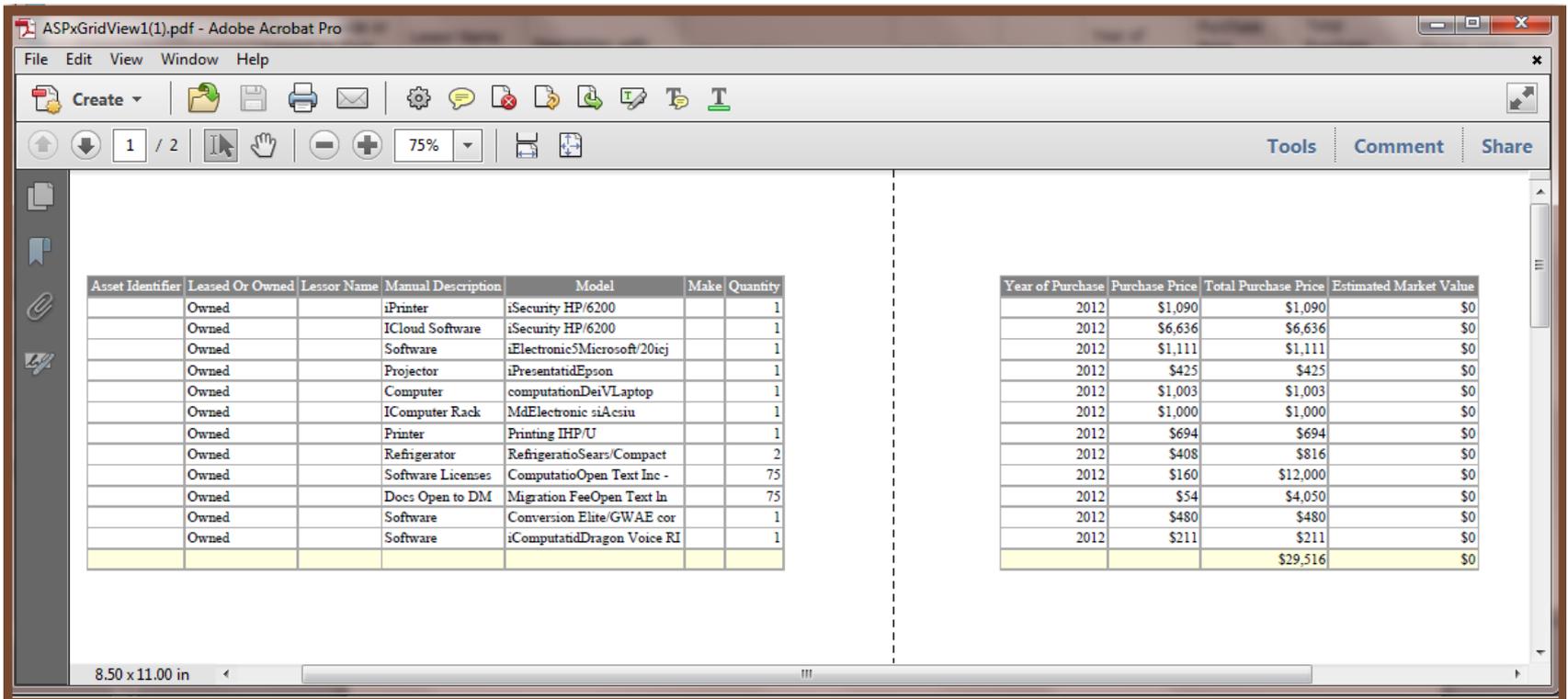
| Delete All Export to XLSX Export to PDF | | | | | | | | | | | |
|---|----------------------|-------------------------------|--|----------------------------------|-----------------------------|------------|----------|-----------------------|----------------------------------|----------------------------------|--|
| New | Your Unique Asset ID | Owned, Lease or Leased to Own | Lessor Name Address, phone, email if available | Description with Number of Units | Nature of Use | Make/Model | Quantity | Year of Purchase YYYY | Purchase Price Whole Number Only | Total Purchase Price Qty x Price | Estimated Market Value Whole Number Only |
| Delete | | Owned | | iPrinter | iSecurity HP/6200 | | 1 | 2012 | \$1,090 | \$1,090 | \$0 |
| Delete | | Owned | | iCloud Software | iSecurity HP/6200 | | 1 | 2012 | \$6,636 | \$6,636 | \$0 |
| Delete | | Owned | | Software | iElectronic5Microsoft/20icj | | 1 | 2012 | \$1,111 | \$1,111 | \$0 |
| Delete | | Owned | | Projector | iPresentatidEpson | | 1 | 2012 | \$425 | \$425 | \$0 |
| Delete | | Owned | | Computer | computationDeiVLaptop | | 1 | 2012 | \$1,003 | \$1,003 | \$0 |
| Delete | | Owned | | IComputer Rack | MdElectronic siAcsiu | | 1 | 2012 | \$1,000 | \$1,000 | \$0 |
| Delete | | Owned | | Printer | Printing IHP/U | | 1 | 2012 | \$694 | \$694 | \$0 |
| Delete | | Owned | | Refrigerator | RefrigeratioSears/Compact | | 2 | 2012 | \$408 | \$816 | \$0 |
| Delete | | Owned | | Software Licenses | ComputatioOpen Text Inc - | | 75 | 2012 | \$160 | \$12,000 | \$0 |
| Delete | | Owned | | Docs Open to DM | Migration FeeOpen Text In | | 75 | 2012 | \$54 | \$4,050 | \$0 |
| Delete | | Owned | | Software | Conversion Elite/GWAE cor | | 1 | 2012 | \$480 | \$480 | \$0 |
| Delete | | Owned | | Software | iComputatidDragon Voice RI | | 1 | 2012 | \$211 | \$211 | \$0 |
| | | | | | | | | | | \$29,516 | \$0 |

An excel file will open and your assets will appear for your records.

ASPGridView1-1.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

| | A | B | C | D | E | F | G | H | I | J | K |
|----|------------------|-----------------|-------------|--------------------|-----------------------------|------|----------|------------------|----------------|----------------------|------------------------|
| 1 | Asset Identifier | Leased Or Owned | Lessor Name | Manual Description | Model | Make | Quantity | Year of Purchase | Purchase Price | Total Purchase Price | Estimated Market Value |
| 2 | | Owned | | iPrinter | iSecurity HP/6200 | | 1 | 2012 | \$1,090 | \$1,090 | \$0 |
| 3 | | Owned | | ICloud Software | iSecurity HP/6200 | | 1 | 2012 | \$6,636 | \$6,636 | \$0 |
| 4 | | Owned | | Software | iElectronic5Microsoft/20icj | | 1 | 2012 | \$1,111 | \$1,111 | \$0 |
| 5 | | Owned | | Projector | iPresentatidEpson | | 1 | 2012 | \$425 | \$425 | \$0 |
| 6 | | Owned | | Computer | computationDeiVLaptop | | 1 | 2012 | \$1,003 | \$1,003 | \$0 |
| 7 | | Owned | | IComputer Rack | MdElectronic siAcsiu | | 1 | 2012 | \$1,000 | \$1,000 | \$0 |
| 8 | | Owned | | Printer | Printing IHP/U | | 1 | 2012 | \$694 | \$694 | \$0 |
| 9 | | Owned | | Refrigerator | RefrigeratioSears/Compact | | 2 | 2012 | \$408 | \$816 | \$0 |
| 10 | | Owned | | Software Licenses | ComputatioOpen Text Inc - | | 75 | 2012 | \$160 | \$12,000 | \$0 |
| 11 | | Owned | | Docs Open to DM | Migration FeeOpen Text In | | 75 | 2012 | \$54 | \$4,050 | \$0 |
| 12 | | Owned | | Software | Conversion Elite/GWAE cor | | 1 | 2012 | \$480 | \$480 | \$0 |
| 13 | | Owned | | Software | iComputatidDragon Voice RI | | 1 | 2012 | \$211 | \$211 | \$0 |
| 14 | | | | | | | | | | \$29,516 | \$0 |

Using the **Export to PDF** option is **not** recommended



Assets won't be on the same page.

When all information is complete, proceed to the fourth and final screen/page

Submission

Personal Property Online

Hello 04729
[Edit Profile](#)
[Logout](#)

Ready to Submit

[Submit State Tax Form 2](#)

If you do not wish to submit at this time, your work will automatically be saved upon logging out. You may return later to finish and submit your Form of List/State Tax Form 2.

If you wish to keep a copy of your asset entries before final submission, please use the Back button to return to the previous page. You can use the tabs to export the data to Excel or a PDF.

Please remember to complete and submit the form by March 1, 2014

[Logout](#)

[Back](#)

[Submit State Tax Form 2](#)



Once you click the [Submit State Tax Form 2](#) you have officially filed. You will receive an email with a confirmation number for your submission.

Filing an Amended Return

Note:

Logging back into your account does not automatically initiate an amended return.

If you wish to file an amended return, you may do so, but you must complete all the steps and SUBMIT as you did in the original return.

Personal Property Online

Hello 08853
[Edit Profile](#)
[Logout](#)

The Fiscal Year Personal Property Return has
been submitted

You will be contacted prior to the next Fiscal Year filing period
with filing instructions

Amended Returns

If you wish to file an amended Fiscal Year 2015 return by the March 01 deadline, or if an extension was granted, by the extension deadline date, you may do so. The information contained therein will be reflected in your final assessed value.

If you wish to file an amended return after March 01 you may do so, but please be advised that your submission does not guarantee acceptance and the information contained therein may not be reflected in your final assessed value.

By allowing you to submit an amended return the City is in no way agreeing to extend the statutory March 1 deadline. Decisions to extend the March 01 deadline are made on a case by case basis, for cause shown, in accordance with M.G.L. c. 59 § 29.

If you wish to proceed with filing a late return, please click the button below:

[File an Amended Return](#)

If you have any questions or concerns, please contact
the City of Boston Personal Property unit at:

(617) 635-1165

or by e-mail at

personalproperty@cityofboston.gov