

MEMORANDUM

TO: All Co. 12 Members

FROM: Megan Bowers, Secretary

DATE: September 23, 2009

RE: **PERSONAL PROPERTY TAX EXEMPTION FORMS & HOURS**

I will be discussing this issue at the October 1, 2009 Company meeting, however, I wanted to go ahead and get the ball rolling.

I will have copies of the tax forms and paperwork at the meeting next Thursday. I will also have them available on the bulletin board in the Communications Room, on the Website (<http://www.middletonfire.com/Fire%20Company%20Website/hours.htm>), and attached to the email I'm sending to members this evening.

Please be sure to review all the forms and read them carefully, as some things have changed. For instance, Frederick County has issued some new rules for who's eligible for receiving County benefits. **The eligibility period runs from November 1, 2008 through October 31, 2009.**

There are other benefits from the Town of Middletown and the Company, so **ALL** members should complete a point sheet. These hours are also what make you eligible for the Frederick County Volunteer Incentive Program, free Middletown Town Decal (*for those who live in the town limits, if approved by the Town Council*), and various other County benefits. They will also be used for the Company's membership requirements.

This is very important and is the responsibility of the member, to get their paperwork completed and turned in to me on time.

Please review the checklist that I have provided at the end of this memo, to help ensure that you have completed all necessary forms and submitted the appropriate paperwork.

If you have a different vehicle than the one claimed in October 2008, please make sure to complete a Replacement Vehicle Notification Form.

ALL hours and completed tax forms need to be turned in to me NO LATER THAN November 5, 2009!! The Company must have the forms to the County by the middle of November.

TAX FORM AND HOURS CHECKLIST:

1. Read the [Frederick County's Rules Regarding Personal Property Tax Reductions for Frederick County Fire and Rescue Volunteers](#) document.
2. Complete the appropriate sections on the [2008-2009 Personal Property Tax Exemption and Length of Service Report Form](#) document. Make sure you complete the following items:
 - a. Member name, social security number, address, phone, vehicle information, and your SIGNATURE!!
3. Complete the County's [Replacement Vehicle Notification Form](#), if applicable.
4. Submit your Personal Property Tax Form, Replacement Vehicle Notification form (if applicable), and all activity cover sheets to Megan **by November 5, 2009!!**

Please let me know if you have any questions. I appreciate your attention to this matter and the timely return of your forms. Thank you!

Megan Bowers

Megan B. Bowers
Company Secretary & Membership Chair
www.middletonfire.com
Mvfd12@me.com