

Wisconsin Manufacturing Personal Property Return Instructions

2023

Manufacturing Classification

- **Applying for manufacturing classification**

- » If you are applying for manufacturing classification for property tax purposes for the first time, you must complete and submit the *Questionnaire for Potential Manufacturers (Form PA-780)* to the [Wisconsin Department of Revenue \(DOR\) Manufacturing & Utility Bureau District Office](#) in your area on or before March 1, 2023
- » DOR must determine whether your business qualifies as manufacturing for property tax purposes before you complete and file an M-P Form
- » For more details, visit revenue.wi.gov and search key word "Form PA-780"

Reporting Requirements

- Use the M-P Form to report **only** personal property classified as manufacturing by DOR. Under state law (sec. [70.995\(12\)](#), Wis. Stats.), you must file the M-P Form annually with DOR.
- You must complete Section 1 & Section 2, Schedules A, Y-P, P and S. Also, if you filed a schedule last year, you must continue to file that schedule until the declared value is zero.
- You must enter a Federal Employee Identification Number (FEIN) in Section 2
- You must keep a detailed asset list at your business for inspection by DOR. **Note:** If you do not provide an asset list on request, DOR may consider all assets taxable. (Also review "[Initial Return](#)")
- Paper filed M-P Forms **must have** original signatures. The fields under "Preparer" and "Manufact./Owner" **must be** completed with current and accurate information.

Reminders

- **Notice regarding Wis. Act 59: 2022 M-P Filing** – the new machinery tools and patterns exemption, created in sec. [70.111\(27\)](#), Wis. Stats., applies only to locally assessed personal property. The exemption does not apply to DOR assessed manufacturing personal property
- **Due date: March 1, 2023** – mail your completed return or extension request to the Madison [district office](#) on or before March 1, 2023. If you mail your form or extension request, it must be postmarked on or before March 1, 2023.
- **Confidentiality** – under state law (sec. [70.35\(3\)](#), Wis. Stats.) personal property returns filed with the local assessor are confidential records of the assessor's office. This state law also applies to Manufacturing M-P Forms filed under sec. [70.995\(12\)](#), Wis. Stats.
- **Updates** – sign up for the DOR Electronic Mailing List to receive emails on filing availability, deadlines and updates. Visit revenue.wi.gov/Pages/HTML/lists.aspx and check the "Manufacturers" box, enter your email address and click "Subscribe." An email will be sent to your inbox and you will need to confirm the request.

Extension Requests

State law grants one filing extension to April 3, 2023. You may file your extension request online through [My Tax Account \(MTA\)](#), or by email, first class mail or fax. DOR **must receive** your extension request on or before March 1, 2023. However, if you mail your extension request, it must be postmarked on or before March 1, 2023. DOR will deny an extension request postmarked after March 1, 2023.

- **Extension request methods:**

- » **Online request** – file an online electronic extension request in MTA. Visit revenue.wi.gov and search key word "E-Filing Manufacturing Forms." Timely filed electronic extensions are immediately acknowledged on screen.
- » **Email, fax or mail** – if you do not electronically file your extension request, you must send your extension request in writing to the [district office](#) in your area, with the heading "Attn: Extensions." To verify delivery you must choose an email delivery receipt confirmation (sender option), a fax transmission confirmation report, or get a certificate of mailing from your preferred document delivery service.

- **To file an extension request, you must:**

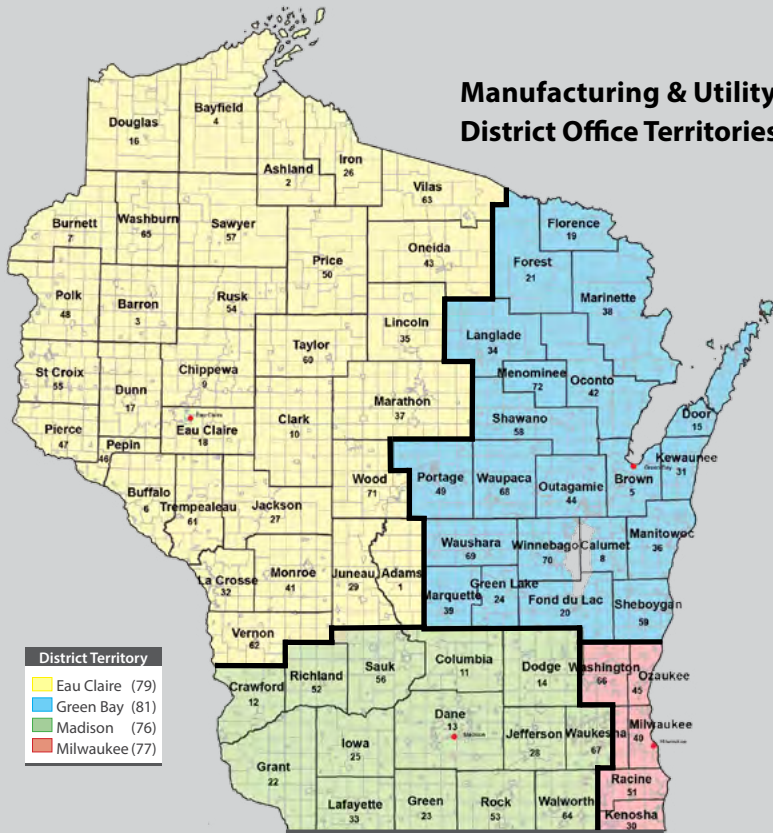
- » Identify each manufacturing personal property account requesting a filing extension by its full state identification number (ex: 76-13-251-P000099999), 9-digit account number (ex: 000099999) or Wisconsin taxpayer identification number (ex: 238-xxxxxxxx-xxx)
- » If you are filing extension requests for multiple personal property accounts, you must submit the full state identification number of all individual accounts for which you are requesting an extension

If this property was sold you must complete the "Sale Information" worksheet:

- **Electronically file (e-file)** – select "Record Sale" on your MTA accounts page and answer all the questions
- **Paper file** – complete the [Sale Information](#) on page 3

[Contact us](#) with questions, comments or suggestions.

Department of Revenue - Manufacturing & Utility District Offices



Manufacturing & Utility Bureau

Contact Information

Eau Claire District Office (79)

610 Gibson St, Ste. 7
 Eau Claire, WI 54701-2650
 mfgtel79@wisconsin.gov
 Ph: 715-836-4925 Fax: 715-836-6690

Green Bay District Office (81)

200 N. Jefferson St, Ste. 126
 Green Bay, WI 54301-5100
 mfgtel81@wisconsin.gov
 Ph: 920-448-5191 Fax: 920-448-5210

Madison District Office (76)

Mailing Address
 PO Box 8909 #6-301
 Madison, WI 53708-8909

Street Address
 2135 Rimrock Rd #6-301
 Madison, WI 53713-1443
 mfgtel76@wisconsin.gov
 Ph: 608-267-8992 Fax: 608-267-1355

Milwaukee District Office (77)

State Office Building
 819 N. 6th St, Rm. 530
 Milwaukee, WI 53203-1610
 mfgtel77@wisconsin.gov
 Ph: 414-227-4456 Fax: 414-227-4095

Wisconsin Counties - Alphabetical List

County Code	County Name	District Office	County Code	County Name	District Office	County Code	County Name	District Office
01	Adams	79	25	Iowa	76	48	Polk	79
02	Ashland	79	26	Iron	79	49	Portage	81
03	Barron	79	27	Jackson	79	50	Price	79
04	Bayfield	79	28	Jefferson	76	51	Racine	77
05	Brown	81	29	Juneau	79	52	Richland	76
06	Buffalo	79	30	Kenosha	77	53	Rock	76
07	Burnett	79	31	Kewaunee	81	54	Rusk	79
08	Calumet	81	32	La Crosse	79	55	St. Croix	79
09	Chippewa	79	33	Lafayette	76	56	Sauk	76
10	Clark	79	34	Langlade	81	57	Sawyer	79
11	Columbia	76	35	Lincoln	79	58	Shawano	81
12	Crawford	76	36	Manitowoc	81	59	Sheboygan	81
13	Dane	76	37	Marathon	79	60	Taylor	79
14	Dodge	76	38	Marinette	81	61	Trempealeau	79
15	Door	81	39	Marquette	81	62	Vernon	79
16	Douglas	79	40	Milwaukee	77	63	Vilas	79
17	Dunn	79	41	Monroe	79	64	Walworth	76
18	Eau Claire	79	42	Oconto	81	65	Washburn	79
19	Florence	81	43	Oneida	79	66	Washington	77
20	Fond du Lac	81	44	Ozaukee	77	67	Waukesha	76/77
21	Forest	81	45	Pepin	79	68	Waupaca	81
22	Grant	76	46	Pierce	79	69	Waushara	81
23	Green	76	47	Portage	79	70	Winnebago	81
24	Green Lake	81				71	Wood	79

Waukesha County Municipal - Assignment Detail

Municipality	Type	District Office	Municipality	Type	District Office
Big Bend	V	76	Milwaukee	C	77
Brookfield	T	77	Mukwonago	T	76
Brookfield	C	77	Mukwonago	V	76
Butler	V	77	Muskego	C	77
Chenequa	V	76	Nashotah	V	76
Delafield	T	76	New Berlin	C	77
Delafield	C	76	North Prairie	V	76
Dousman	V	76	Oconomowoc	T	76
Eagle	T	76	Oconomowoc	C	76
Eagle	V	76	Oconomowoc Lake	V	76
Elm Grove	V	77	Ottawa	T	76
Genesee	T	76	Pewaukee	V	76
Hartland	V	76	Pewaukee	C	76
Lac La Belle	V	76	Summit	V	76
Lannon	V	77	Sussex	V	76
Lisbon	T	76	Vernon	V	76
Men. Falls	V	77	Wales	V	76
Merton	T	76	Waukesha	V	76
Merton	V	76	Waukesha	C	76

[Empty box]

Contact Information

Seller

Name		
Mailing address		
City	State	Zip
Contact name		
Email		
Phone		

Buyer

Name		
Mailing address		
City	State	Zip
Contact name		
Email		
Phone		

Preparer

Name		
Mailing address		
City	State	Zip
Email		Phone

Date listed _____

Sale date _____

Asking price \$ _____

Sale price \$ _____

Personal Property

Was personal property moved? Yes No If yes, enter new location address below.

New address location: _____

Indicate whether you are manufacturing:

In Wisconsin Yes No At this location Yes No

Reason for sale:

- Out of business
- Business sale
- Fixed asset sale
- Merger → Name of surviving entity _____
- Was there a transfer? → No Yes, to related entity Yes, to unrelated entity

Type of sale: Fixed assets Accounts receivable Accounts payable Inventory Goodwill/blue sky
 (check all that apply) Intangibles Other (describe) _____

Note: If you are paper filing, return this page to the district office in your area. See page 2 for office locations.

General Filing Information

- You must include the state identification number (ex: 76-13-251-P-000099999)
- Assessment date** – DOR considers the information you provide on this form when establishing the full value of your manufacturing personal property as of **January 1, 2023**
- Initial return** – if this is your first return as a manufacturer, you must submit a “Fixed Asset List” identifying each asset, its original cost, acquisition date, and whether you are reporting it as taxable or exempt. **Note:** If you do not provide the asset list on request, DOR may consider all assets taxable.
- Property location**
 - If you are reporting property located in more than one Manufacturing & Utility Bureau District Office, **you must mail a separate return to the Madison district office**
 - If you own personal property in different municipalities, in different counties within the same municipality, or in special taxation districts, you must submit a separate M-P Form for each location

Filing Your Return

- E-file**
 - If you sold this personal property, select “Record Sale” on your MTA accounts page and answer all the questions
 - Complete this M-P Form with any changes that took place **since** January 1, 2022
 - Make sure your contact information is accurate (name, firm/title, email, phone, fax). Before submitting, you must agree to the items on the confirmation screen.
 - Attachments – when you e-file your M-P Form you must attach required documents, forms and additional information DOR requires to process your return
- Paper file**
 - If you sold this property, complete the [Sale Information](#) form on page 3
 - Complete the form with any changes that took place **since** January 1, 2022
 - Since DOR requires an original signature, we do not accept a faxed or emailed copy, or another rendering (in-house version) of this prescribed form, including versions from prior years
 - Mail your completed original return to the Madison [district office](#)
 - Additional documents** – when filing your completed M-P Form, you must include required documents, forms and additional information DOR requires to process your return
 - For proof you mailed your return and additional documents, we recommend getting a certificate of mailing from your preferred document delivery service
- DOR considers this return properly and timely filed if:**
 - You used the current official M-P Form to file your personal property information
 - Completed M-P Form is received and/or postmarked by March 1, 2023
 - You completed Section 1 & Section 2, Schedule A, Y-P, P and S and all other appropriate schedules
 - You included attachments/additional documents (supporting the completed schedules) with the return or sent them to the Madison [district office](#)
- Filing penalty** – state law (sec. [70.995\(12\)\(c\)](#), Wis. Stats.), requires DOR to charge a filing penalty if this return is not filed, filed late or is not complete when filed

Exemption of Waste Treatment Property

- State law (sec. [70.11\(21\)\(am\)](#), Wis. Stats.), provides for the exemption of property purchased or constructed as a waste treatment facility
- You must report costs associated with items qualifying for the waste treatment exemption on Schedule Y-P, Part 1, Line 11. Do not report the waste treatment personal property costs on any other schedule.
- Keep an asset list (of items reported on Schedule Y-P, Part I, Line 11) at your place of business for inspection by DOR

Leased Equipment

View the list of locally assessed leasing companies (see page 6). **Do not** report property leased from these companies on Schedule L.

Annual Assessment Calendar for 2023

January 1	Assessment date. The assessment is based on the value of your personal property as of this date.
February	DOR posts “notification” roll on the DOR website
March 1	Last day to request an extension
March 1	M-P Form and the appropriate schedules due if you did not request a filing extension
April 3	M-P Form due if you timely requested a filing extension
June	<ul style="list-style-type: none"> DOR mails assessment notices. Contact us if you have not received the notice by the end of June. DOR mails penalty bills (if applicable) at the same time as the assessment notices. Penalty payments are due to DOR within 30 days. DOR posts the “full-value” manufacturing roll on the DOR website
60 days following assessment notice	Appeal period. You and the municipality each have the right to appeal the assessment and/or penalties. You must file your appeal no later than 60 days after the date of the notice. Your appeal is considered timely if the State Board of Assessors receives it with the filing fee by the 60th day; or you send your appeal form by USPS certified mail with the filing fee, and it is postmarked before midnight of the 60th day.
Oct. & Nov.	<ul style="list-style-type: none"> DOR equates the fair market assessment to the same level of assessment as all other property in the municipality Then DOR posts the “equated” assessment roll to the DOR website so the municipal clerk can prepare and mail the tax bills
Dec., Jan.	Manufacturer pays the tax bill to the local municipal treasurer

Safe Harbor

- Federal Government's (IRS) safe harbor and de minimis safe harbor standards provide guidance for federal income tax deductions, not state personal property tax reporting
- **State law on personal property**
 - » State law on personal property taxation is not impacted by the federal standards
 - » There is no clause in the state property tax law allowing an exemption based solely on the value of the personal property
 - » Under state law, all property is presumed taxable unless the property is exempt by statute
- For additional detail on state laws that establish this state personal property taxation requirement, review secs. [70.04](#), [70.109](#), [70.34](#) & [70.35\(3\)](#), Wis. Stats.

Taxable Storage and Material Handling

- All shipping and receiving equipment
- All raw material storage equipment (ex: racks, shelving, tanks, silos), including refrigeration
- Hopper-feed tanks that are freestanding from an exempt machine
- All finished product storage equipment (ex: racks, shelving, tanks, silos), including refrigeration
- Equipment used for storing work-in-process more than three days
- Forklifts NOT used greater than 95% of the time in the production process

Exempt Storage and Material Handling

- Equipment used for storing work in process for three or less days
- Hopper-feed tanks directly affixed to an exempt machine
- Forklifts/conveyors used greater than 95% for moving material to, along or from the production line
- High density sequencing systems that move, store and retrieve printed materials within the production process

Taxable Maintenance Equipment

- Equipment to maintain and repair production machines, buildings or yard
- Equipment for plant housekeeping, yard maintenance, safety or communication
- Clean-in-place equipment (CIP) – not embedded in production machinery

Taxable Research and Development

- Equipment for developing new products or improving existing products
- Pilot plants where the sample product is not sold to customers
- Equipment for designing specifications for products at testing labs
- Creative work (ex: work by authors, artists, ad agencies, photographers)

Other Exempt Equipment

- Quality control equipment used for testing the product manufactured (not raw material)
- Power wiring
- Motors, compressors and computers that exclusively power or operate exempt machines
- Process piping
- Packaging equipment, including in-house printing of labels, instructions and manuals
- Hand tools used with exempt machines, but not for repair or maintenance
- Spare production line machines and parts
- Administrative computers (sec. [70.11\(39\)](#), Wis. Stats.), software and related processing equipment and production computers exempt under sec. [70.11\(27\)](#), Wis. Stats.

Other Taxable Equipment

- All generators, transformers and boilers (except wood waste boilers)
- Equipment used to check the specifications of raw material received
- Equipment added to licensed or unlicensed vehicles (ex: cranes, hoists, man-lifts, cherry pickers)

If you have questions, contact the [district office](#) in your area.

In general, DOR assesses personal property leased to, rented to or loaned to a Wisconsin manufacturer. However, Chapter 18 of the Wisconsin Property Assessment Manual allows the municipal assessor to assess low value items with no likelihood of qualifying as exempt M&E. Below is a list of leasing companies who lease such items to Wisconsin manufacturers. For the January 1, 2023 assessment, the municipal assessor assesses property owned by these leasing companies and leased to Wisconsin manufacturers. In addition, all assessable vending machines continue to be locally assessed.

Property leased from these companies should not be reported on Schedule L.

ADP, LLC	Johnson Controls Security - Solutions, LLC	Superior Services, Inc.
All City Communications Co.	Lease Finance Group, LLC	Sysco Food Services
Ameritech Applied Technologies, Inc.	Mail Finance, Inc.	Taylor Enterprises of Wisconsin, Inc.
AnSer Services	Mineral Spring Water, LLC	TELSEC Town & Country Sanitation
Arch Communications	Mobile Reduction Specialists, Inc.	Unified Merchant
Associated Press USA, LLC	Neopost USA, Inc.	United Parcel Service (UPS)
Badger Mailing & Shipping Systems, Inc.	Northern Leasing Systems	United Rentals
Best Way Disposal	Onyx Waste Services, Inc.	Viking Fire Protection
Brent's Mailing Equipment Co.	OSI Environmental, Inc.	Waste Management (Excluding Chemical Waste Management)
Brook Furniture Rental, Inc.	Packerland Rent-A-Mat, Inc.	Worldspan
Business Service Center, Inc.	Pelleteri Waste Systems	
Card Establishment Services, Inc.	The Peltz Group, LLC	
Convergent Solutions, Inc.	Pitney Bowes, Inc. (Not Pitney Bowes Global Financial Services, LLC)	
Culligan Water	Planteriors of Wisconsin Plant Rentals	
Farmer Bros. Co.	Praxair Distribution, Inc.	
Federal Express (Fed Ex)	Premium Water, Inc. – Chippewa Springs Ltd.	
FME, LLC	Republic Services, Inc.	
Francotyp – Postalia, Inc.	Safety-Kleen Systems, Inc.	
Friden Neopost	Security Link From Ameritech, Inc.	
Galileo International, Inc.	Siemens Water Solutions	
Gross Industrial Towel & Garment Services	SkyTel	
Honeywell International, Inc.	Spic & Span, Inc.	
Interiorscapes, Inc.	SPOK	
ITU		

Completing the M-P Form – General

- Complete all appropriate schedules. Review the instructions for each schedule.
- Round all reported amounts to the nearest dollar
- Leave all shaded areas blank

Paper Filers:

- Only 2023 state-prescribed forms accepted with **original** signature
- Make additional copies of schedules as needed and staple the return in the upper left corner
- Mail only completed schedules. Do not include unused schedules.
- DOR does not accept faxed, emailed or unsigned forms
- **Questions?** – contact the [district office](#) in your area

Section 1 & Section 2**How to Report:****Owner Information**

- Enter the manufacturer's legal name and mailing address. **Note:** If you use a PO Box, make sure to use the correct zip+4 code.
- If the name or address changed from the prior year, check the name/address change box
- Enter the county and municipality
- Enter your state identification number (ex: 76-13-251-P000099999)
- Enter your federal employer identification number (FEIN). **Note: Do not enter a Social Security Number (SSN).** The FEIN will not appear on your printed return.
- Enter your Wisconsin taxpayer number (WTN) (ex: 238-xxxxxxxx-xxx)
- Check owner type (corporation, partnership, individual, other)

Preparer/Manufacturer/Owner Information

- You must complete preparer **and** manufacturer/owner contact information
- Enter the name of the preparer and the owner or person authorized to sign for the business entity
- **Both preparer and owner** must sign the completed return
- You must provide your email address and phone number – these are required fields
- Make a copy for your records

Schedule A – Manufacturing Personal Property Return Assessment Summary Report**Col. 2 – Total**

Enter total values from individual schedules. **Note:** If you are e-filing, the values will auto-fill.

Schedule Y-P – Summary of Accounting Records**Part 1 – Total Personal Property Original Costs from Your Accounting Records****Part 1, Lines 1 - 8**

- Lines 1-8 will auto-fill from prior year returns and individual schedules
- Only Lines 9, 10 and 11 require entry

Complete Part 1, Lines 9, 10 and 11

Total personal property original costs from your accounting records for computers, vehicles and waste treatment.

Line 9: Computers – there is no separate schedule for computers

- **Report on Part 1, Line 9** – total original costs of all single-function fax machines (not used as copiers), computers, software and related electronic data processing equipment (mainframes, personal computers, servers, terminals, monitors, disk and tape drives and printers). Exclude from this total: copiers, telephone systems and multi-function devices (MFDs). MFDs are devices that print, scan and copy). Report copiers, telephone systems and MFDs on Schedule D.
- **Note:** Keep an asset list for your computer equipment at your place of business for inspection by DOR. Include the asset's acquisition date and original cost.

Line 10: Vehicles – there is no separate schedule for vehicles

- **Report on Part 1, Line 10** – total original costs of all **licensed** motor vehicles designed for over-the-road use (ex: automobile, motor bicycle, motor bus, motor truck, moped, road tractor, snowmobile, truck tractor, truck trailer, or semitrailer used in connection). Exclude from this total after-market attachments to vehicles like plows, cherry-pickers, cranes, hoists and man-lifts.
- **Note:** Keep an asset list for your licensed motor vehicles at your place of business for inspection by DOR. Include the asset's acquisition date and original cost.

Line 11: Waste treatment – there is no separate schedule for waste treatment assets

- **Report on Part 1, Line 11** – total original cost of all waste treatment assets exempt under state law (sec. 70.11(21)(am), Wis. Stats.)
- **Note:** Keep an asset list for your waste treatment equipment at your place of business for inspection by DOR. Include the asset's acquisition date and original cost.

Property Type:

Part 1 – How to Report – Lines 9, 10 and 11

Col. 2: Will populate with the total cost reported in the 2022 M-P as of January 1, 2023, for rows 9 – 11 (if applicable). Refer to last year's Schedule Y-P, Column 5.

Note: Due to 2017 Act 59, DOR does not require manufacturers to complete Schedules C (Computers) and LC (Leased Computers). For 2023, manufacturers must report total cost of computers on Schedule Y-P, Part 1, Line 9. If you did not report computer costs in 2022, use Columns 3 and/or 4 to adjust aggregate reported computer costs to obtain an accurate end of year balance (January 1, 2022). Remember: Multi-function devices (combined copier/printer/fax machines) are not considered a computer and should be reported on Schedule D.

Col. 3: Enter additions that occurred in 2022

Col. 4: Enter deletions that occurred in 2022

Col. 5: Calculated for electronic filers - the net amount of Column 2, plus additions reported in Column 3, less deletions reported in Column 4

Col. 2-5, Line 12: Calculated for electronic filers - total costs reported for Columns 2-5 for Lines 1-11

Part 2 – Classify Items as Real Estate or Personal Property

- DOR recommends reporting items normally assessed as real estate on the M-R Form. Items include boilers used for heat, building hvac, electrical, plumbing and sprinkler equipment. Also dock levelers, central air conditioning, rail siding, elevators, truck scales, etc.
- Do not report as real estate, and instead report as personal property, generally taxable items such as process boilers, transformers, portable air conditioners, tanks/silos, cranes and crane ways, refrigeration equipment, etc. Also report generally exempt items such as machine foundations, process wiring, piping, conveyors, movable office partitions, etc.
- Check the appropriate box for each item

Schedule P – Physical Location

How to Report:

Property Location

- Street address – enter each location (situs) where you have manufacturing personal property within the municipality, regardless of whether you lease or own the real estate
- If the address is a Rural Route or PO Box number, provide the section number or some other description (ex: location, fire number) to help DOR identify the personal property location
- **Local parcel number** – if you own the real estate parcel, provide the local parcel number as it is listed on your real estate property tax bill
- **Note:** You must provide DOR with the property location information since some municipalities have various school or special districts included in their boundaries (this can make a difference in your tax bill)

Real Estate Owner Information

If you lease or rent this property, complete the Real Estate Owner Information section for each location.

If you are e-filing, answer the two questions regarding physical improvements on leased property:

1. **If leased, do you own, or are you related to the owner, of any building(s) on this land?** – if you select yes, Schedule LB – Buildings on Leased Land appears. To file this schedule, review Schedule LB instructions.

2. **If leased, do you own improvements to the buildings?** – if you select yes, Schedule LI – Leasehold Improvements and Building components appears. To file this schedule, review Schedule LI instructions.

Schedule LB – Buildings on Leased Land

Report: All buildings on leased land. These buildings are typically classified as real estate, but in this case are owned by someone other than the real estate owner.

Note: If a new building was built (on leased land) during the prior year, you must submit a Schedule R-1 (from the M-R Form) and building(s) sketch with this M-P Form.

Exclude: Leasehold improvements. Report on Schedule LI.

How to Report:

Col. 1: Enter a complete description of the building

Col. 2: Enter the year the building was built

Col. 3:

- Enter original cost of the building on leased land
- Enter total original cost of all buildings on leased land at the bottom of this column. This total must equal the amount entered on Schedule Y-P, Part 1, Line 8, Column 5.

Col. 4:

- Enter estimated market value for the building on leased land
- Total: sum the total estimated market value for all buildings on leased land
- Enter this total on Schedule A, Line 13, of the Total column

Electronic Filers:

- If there are multiple locations **within the municipality**, and you have multiple buildings on leased land, you need to identify which building on leased land is at each location. You may need to revise a building record by moving it to the correct location.
- To revise a building record – delete the record from the incorrect location, then add it to the correct location
- Next year the building record will show the corrected location

Schedule LI – Leasehold Improvements and Building Components

Report:

- All leasehold items – these property items are typically classified as real estate, but in this case are owned by someone other than the real estate owner. If the owner of the real estate and owner of the leasehold improvements are related, report leasehold costs with the real estate on the self-reporting M-R Form.
- Building components – normally assessed as real estate (ex: heating, lighting, plumbing, remodeling, office finish, land improvements) that you capitalized as personal property because of investment tax credit or other considerations

Note:

- If the leasehold improvements or building components are now at a newer or different location, you must add the additional account location to Schedule P – Physical Location
- Report buildings on leased land on Schedule LB

How to Report:

Col. 1: Enter a complete description of each leasehold improvement/building component

Col. 2: You must report all leasehold improvements on this schedule. DOR initially considers leasehold improvements as taxable personal property. If the leasehold is exempt personal property or is assessed as part of the real estate, check “No.”

Col. 3: Enter the year you added each leasehold improvement/building component

Col. 4:

- Enter original cost of each leasehold improvement/building component
- Enter total original costs of all leasehold improvement/building components at the bottom of this column. This total cost must equal the amount on Schedule Y-P, Part 1, Line 6, Column 5.

Col. 5:

- Enter the appropriate acquisition year index factor. Use the 10-year life index factor from Schedule M or F.
- Use the factor corresponding to the year you acquired the leasehold improvement/building component

Col. 6:

- Multiply Column 4 by Column 5. Enter this amount in Column 6. Repeat this for each entry.
- Total: Sum the total indexed net taxable value of all leasehold improvements/building components
- Enter this total on Schedule A, Line 9, of the Total column

Electronic Filers:

- If there are multiple locations **within the municipality**, you may need to correct a leasehold improvement entry by moving it to the correct location
- To correct a leasehold improvement entry – delete the record from the incorrect location, then add it to the correct location
- Next year the leasehold improvement will show the corrected location

Schedule B – Boats and Watercraft

Report: All boats and watercraft subject to general property tax with all accessories and capitalized repairs.

Include: All fully depreciated boats still on hand.

Exemptions:

Under state law (sec. 70.111(3), Wis. Stats.), these items are exempt from property tax:

- Watercraft employed regularly in interstate traffic
- Commercial fishing boats
- Charter sport fishing boats
- Charter sailboats
- Pleasure watercraft used for recreational purposes
- Watercraft laid up for repairs

How to Report:

Col. 1: Enter a complete description of the boats/watercraft

Col. 2: Enter the year you acquired the boats/watercraft

Col. 3:

- Enter original cost of the boats/watercraft
- Enter the total original costs of all boats/watercraft at the bottom of this column. This total cost must equal Schedule Y-P, Part 1, Line 1, Column 5.

Col. 4: Select Taxable or Exempt

Col. 5:

- Enter the 20-year index factor from Schedule N, Column 5
- On the 20-year life table, use the factor corresponding to the year you acquired the boat/watercraft

Col. 6:

- For **taxable** boats/watercraft, multiply Column 3 by Column 5. Enter this amount in Column 6. Repeat this for each entry.
- Calculate and enter the total indexed net taxable value of all boats/watercraft at the bottom of this column
- Enter this total on Schedule A, Line 1 of the Total column

Schedule M – Machinery, Tools, Patterns and Shop Equipment

Report: Machinery, tools, patterns, shop equipment, storage racks, transportation equipment, forklifts, end loaders, yard cranes, custom or production software and all similar items (see page 5)

Include:

- All fully depreciated items still on site
- **PIP (Projects in progress) costs** – costs accumulated over multiple years until the project is complete. When the project is complete, the value is deleted from PIP and added to the most recent acquisition year.
- Custom or production software used to operate production equipment exempt under sec. 70.11(27), Wis. Stats.

Exclude:

- Over-the-road vehicles. Report on Schedule Y-P, Part 1, Line 10.
 - » Maintain an over-the-road vehicle asset list that is available for inspection by DOR

- Waste Treatment items. Report on Schedule Y-P (Part 1, Line 11).
 - » Maintain a waste treatment items asset list that is available for inspection by DOR
- All boilers are assessed as personal property. Report on Schedule N.

Review – Machinery and Equipment (M&E) Taxable/Exempt Reference List on page 5. This list provides more detailed descriptions of taxable and exempt machinery, tools and equipment. If you have questions on taxable or exempt assets, contact the [district office](#) in your area.

How to Report:

Col. 2: Enter total original cost as of January 1, 2022 for each Acquisition Year (see Col. 1). This amount is last year's end of year balance from Schedule M, Column 4.

Col. 3a:

- Enter the total original cost of additions during calendar year 2022 (new purchases or previously purchased and transferred from another location) on the Acquisition Year line corresponding with the calendar year you acquired the item. Total Column 3a at the bottom. This value must equal Schedule Y-P, Part 1, Line 2, Column 3.
- For PIP and 2022 – you must provide an explanation for additions greater than \$50,000
- For years 2021 and prior – you must provide an explanation for additions greater than \$10,000 **and** over 25%

Col. 3b:

- Enter deletions that occurred in 2022 on the Acquisition Year line corresponding with the calendar year you acquired the item. Total Column 3b at the bottom. This value must equal Schedule Y-P, Part 1, Line 2, Column 4.
- You must provide an explanation for deletions greater than \$10,000 **and** over 25%

Col. 4:

- Enter sum of Columns 2, 3a and 3b. This total must equal Schedule Y-P, Part 1, Line 2, Column 5.
- This total must also agree with a detailed asset list kept at your business and available for inspection by DOR. **Note:** If you do not provide an asset list on request, DOR may consider all assets taxable.

Col. 5: Enter total original costs of all exempt M&E (M&E used strictly in the production process). Calculate and enter total cost at bottom of column.

Col. 6: Subtract Column 5 from Column 4. This amount is the total original cost of taxable equipment. Calculate and enter total cost at bottom of column.

Col. 7: 10-year index factors (composite useful life factors) are already entered in this column

Col. 8:

- Multiply Column 6 by Column 7. Enter this amount in Column 8. Repeat this for each entry.
- Calculate and enter the total indexed net taxable value at the bottom of this column
- Enter this total on Schedule A, Line 2, of the Total column

Schedule N – Boilers Assessed as Personal Property

Report: All boilers assessed as personal property that primarily (more than 50%) serve manufacturing processes as personal property.

Note: All process boilers are taxable personal property.

Include:

- All fully depreciated boilers still onsite. This includes back-up boilers, even if not in use.
- **PIP (Projects in progress) costs** – costs accumulated over multiple years until the project is complete. When the project is complete, the value is deleted from the PIP and added to most recent acquisition year.

Exclude:

- Boilers assessed with real estate (used primarily for building heat)
- Leased boilers. Report on Schedule L using a 20-year life factor.
- Boilers qualifying as waste treatment equipment under state law (sec. 70.11(21)(ab)3.b., Wis. Stats.). Report on Schedule Y-P, Part 1, Line 11.

How to Report:

Col. 2: Enter total original cost as of January 1, 2022 on each Acquisition Year line (Col. 1). This amount is last year's end of year balance from Schedule N, Column 4.

Col. 3a:

- Enter the total original cost of additions during calendar year 2022 (new purchases or previously purchased and transferred from another location) on the Acquisition Year line corresponding with the calendar year you acquired the item. Total Column 3a at the bottom. This value must equal Schedule Y-P, Part 1, Line 3, Column 3.
- For PIP and 2022 – you must provide an explanation for additions greater than \$50,000
- For years 2021 and prior – you must provide an explanation for additions greater than \$10,000 **and** over 25%

Col. 3b:

- Enter deletions that occurred in 2022 on the Acquisition Year line corresponding with the calendar year you acquired the item. Total Column 3b at the bottom. This value must equal Schedule Y-P, Part 1, Line 3, Column 4.
- You must provide an explanation for deletions greater than \$10,000 **and** over 25%

Col. 4:

- Enter sum of Columns 2, 3a and 3b. This total must equal Schedule Y-P, Part 1, Line 3, Column 5.
- This total must also agree with a detailed asset list kept at your business and available for inspection by DOR. **Note:** If you do not provide an asset list on request, DOR may consider all assets taxable.

Col. 5: 20-year index factors (composite useful life factors) are already entered in this column

Col. 6:

- Multiply Column 4 by Column 5. Enter this amount in Column 6. Repeat this for each entry.
- Calculate and enter the total indexed net taxable value at the bottom of this column
- Enter this total on Schedule A, Line 3 of the Total column

Schedule D – Copiers, Telephone Systems and Equipment

Report:

- Copiers, multi-function devices (MFDs), fax machines used as copiers, telephone systems and equipment
- **Note:** State law (sec. 70.11(39), 70.11(39m), Wis. Stats. and sec. 76.80(3), Wis. Stats.), do not apply to: copiers, fax machines used as copiers, equipment with embedded computerized components or telephone systems, including equipment used to provide telecommunications services

Include:

- All fully depreciated items still on site
- **PIP (Projects in progress) costs** – costs accumulated over multiple years until the project is complete. When the project is complete, the value is deleted from PIP and added to the most recent acquisition year.

Exclude:

- Office furniture, fixtures and office equipment (ex: computer workstations (desks), file cabinets). Report on Schedule F.
- Computerized equipment exempt under secs. 70.11(39) and 70.11(39m), Wis. Stats. Report on Schedule Y-P, Part 1, Line 9.

How to Report:

Col. 2: Enter total original cost as of January 1, 2022 on each Acquisition Year (Col. 1). This amount is last year's end of year balance from Schedule D, Column 4.

Col. 3a:

- Enter the total original cost of additions during calendar year 2022 (new purchases or previously purchased and transferred from another location) on the Acquisition Year line corresponding with the calendar year you acquired the item. Total Column 3a at the bottom. This value must equal Schedule Y-P, Part 1, Line 4, Column 3.
- For PIP and 2022 – you must provide an explanation for additions greater than \$50,000
- For years 2021 and prior – you must provide an explanation for additions greater than \$10,000 **and** over 25%

Col. 3b:

- Enter deletions that occurred in 2022 on the Acquisition Year line corresponding with the calendar year you acquired the item. Total Column 3b at the bottom. This value must equal Schedule Y-P, Part 1, Line 4, Column 4.
- You must provide an explanation for deletions greater than \$10,000 **and** over 25%

Col. 4:

- Enter sum of Columns 2, 3a and 3b. This total must equal Schedule Y-P, Part 1, Line 4, Column 5.
- This total must also agree with a detailed asset list kept at your business and available for inspection by DOR. **Note:** If you do not provide an asset list on request, DOR may consider all assets taxable.

Col. 5: Enter total original cost of all **exempt** copiers (copiers used in the production process). Exempt copiers include:

- » Copiers at a commercial printer used exclusively by employees to print customer copies
- » Copiers at non-printers used exclusively to print labels and/or instructions sold with the product

Col. 6: Subtract Column 5 from Column 4. Enter this amount in Column 6. This amount is the total original cost of taxable equipment. Taxable equipment includes:

- » Walk-up copy machines at a printing establishment used by the public
- » All copiers used in printing material for internal use (ex: administrative services, invoices, and advertising brochures not sold)
- » All telephone systems (communications equipment)
- » All fax machines used primarily as copiers

Col. 7: 6-year index factors (composite useful life factors) are already entered in this column

Col. 8:

- Multiply Column 6 by Column 7. Enter this amount in Column 8. Repeat this for each entry.
- Calculate and enter the total indexed taxable value at the bottom of this column
- Enter this total on Schedule A, Line 5 of the Total column

Schedule F – Furniture, Fixtures and Office Equipment

Report: All furniture, fixtures and office equipment.

Include:

- All fully depreciated items still on site
- **PIP (Projects in progress) costs** – costs accumulated over multiple years until the project is complete. When the project is complete, the value is deleted from PIP and added to the most recent acquisition year.

Exclude:

- Multi-function devices, photocopiers, fax machines and telephone systems. Report on Schedules D or L.
- Works of art. Report on Schedule O.
- Computerized equipment, exempt under secs. [70.11\(39\)](#) and [70.11\(39m\)](#), Wis. Stats. Report on Schedule Y-P, Part 1, Line 9.

How to Report:

Col. 2: Enter total original cost as of January 1, 2022 on each Acquisition Year (Col. 1). This amount is last year's end of year balance from Schedule F, Column 4.

Col. 3a:

- Enter the total original cost of additions during calendar year 2022 (new purchases or previously purchased and transferred from another location) on the Acquisition Year line corresponding with the calendar year you acquired the item. Total Column 3a at the bottom. This value must equal Schedule Y-P, Part 1, Line 5, Column 3.
- For PIP and 2022 – you must provide an explanation for additions greater than \$50,000
- For years 2021 and prior – you must provide an explanation for additions greater than \$10,000 **and** over 25%

Col. 3b:

- Enter deletions that occurred in 2022 on the Acquisition Year line corresponding with the calendar year you acquired the item. Total Column 3b at the bottom. This value must equal Schedule Y-P, Part 1, Line 5, Column 4.
- You must provide an explanation for deletions greater than \$10,000 **and** over 25%

Col. 4:

- Enter sum of Columns 2, 3a and 3b. This total must equal Schedule Y-P, Part 1, Line 5, Column 5.
- This total must also agree with a detailed asset list kept at your business and available for inspection by DOR. **Note:** If you do not provide an asset list on request, DOR may consider all assets taxable.

Col. 5: 10-year index factors (composite useful life factors) are already entered in this column

Col. 6:

- Multiply Column 4 by Column 5. Enter this amount in Column 6. Repeat this for each entry.
- Calculate and enter the total indexed taxable value at the bottom of this column
- Enter this total on Schedule A, Line 6 of the Total column

Schedule S – Taxable Supplies and Expensed Assets

Report: All taxable items expensed (not capitalized). Include taxable assets physically located on the property that were not reported on another schedule. **Note:** These assets may last longer than one year.

Part 1 – Supplies

Report: Non-production supplies

Include supplies used in:

- Administrative functions
- Motor vehicle fuel
- Housekeeping
- Transportation
- Research and development
- Garage supplies
- Sales
- Heating fuel
- Building maintenance

Exclude: Factory supplies that render services to production, though not incorporated in the final product, including:

- Grease, oil and fuel for production machines
- Coke inventory
- Molding sand inventory
- Electroplating solution inventory

How to Report:

Choose your method of value determination below:

- **Physical inventory** – identify items on hand as of January 1, 2023 and report their costs
- **Percentage of annual expenses** – apply 1/12 (8.3%) to the total cost of supplies from the previous year, estimating supplies on hand January 1, 2023
- **Estimated value** – use this if there is no physical inventory or records documenting a value
- If you do not have non-production (taxable) supplies, check “No supplies”

Part 2 – Expensed Taxable Assets

Report: All taxable expensed assets

Include:

- All taxable items at this location on January 1, 2023 that you expensed (if not capitalized or reported on another schedule)
- Maintain an “expensed” asset list that is available for inspection by DOR

How to Report:

Col. 1: Select the basis for estimated market value

- » **Physical inventory** – identify items on hand as of January 1, 2023
- » **Estimated value** – use this if there is no physical inventory or records documenting a value
- » If you do not have non-production (taxable) expensed assets, check “No expensed assets”

Col. 2: Enter the original cost

Col. 3: Enter your value of expensed taxable items

Total value of non-production (taxable) supplies and expensed items:

- Enter sum of the declared value from Part 1 and Part 2
- Enter this total on Schedule A, Line 10 of the Total column

Schedule O – Other Property Not on Previous Schedules

Report: All owned property not previously reported on other schedules

Include: All fully depreciated items (if not capitalized or reported on another schedule).

Examples:

- 4-year life – pallets and wooden crates
- 10-year life – signs, unlicensed trailers, beer kegs, returnable containers
- 20-year life – tanks, silos, rail cars, mobile homes

How to Report:

Col. 1: Enter a complete, detailed description of the property

Col. 2: Select the asset life (see examples above)

Col. 3: Select Taxable or Exempt

Col. 4: Enter the year you acquired the property

Col. 5:

- Enter original cost of the property
- Enter total original cost of all property at the bottom of this column. This total cost must equal Schedule Y-P, Part 1, Line 7, Column 5.

Col. 6:

- 4-yr index factor
- 10-yr index factor from Schedule F
- 20-yr index factor from Schedule N

Col. 7:

- Multiply Column 5 by Column 6. Enter this amount in Column 7. Repeat this for each entry.
- Calculate and enter the total indexed net taxable value of all other property at the bottom of this column
- Enter this total on Schedule A, Line 11 of the Total column

Schedule L – Leased (and Rented or Loaned) Items

Report: All leased (and rented or loaned) items that are on your premises as of January 1, 2023. **Note:** You must report all non-owned equipment on the premises regardless of who pays the tax.

Include:

- Capitalized leases
- Copiers and multi-function devices (MFDs) used as copiers

Exclude:

- Any leased (and rented or loaned) items removed from your premises before January 1, 2023
- Leased over-the-road vehicles
- Leased computers, software and fax machines (not used as a copiers)
- Leased buildings

How to Report:

Col. 1:

- Enter requested owner/lessor information
- If multiple leases have the same owner/lessor information, enter "Same as above" in the appropriate owner/lessor sections

Col. 2:

- Enter requested equipment information (property type, description, brand name, model no., total quantity, serial no.)
- It is best to enter equipment assets under separate leases; however, you can combine leases if the "Equipment Information" (Col. 2) and the "Lease or Asset Information" (Col. 3) are identical for each individual asset
 - » **Example:** If you have three forklifts with the same brand name, model number, lease inception date and term, and the same gross annual rent or original selling price, you can enter "3" in "Total quantity" field
 - Note:** "Serial no." field – if you enter a number greater than "1" in the "Total quantity" field, there is no need to enter a serial number

Col. 3: Enter requested lease or asset information (lease no., start date, term (months), total gross annual rent)

Col. 4: If known, enter total original selling price and acquisition year or total current selling price used for "Total quantity" in Column 2. If the "Total quantity" in Column 2 is greater than 1, multiply the total quantity by the original or current selling price and enter that amount in this column under "Total original selling price" or "Total current selling price used." **Note:** These amounts are important for valuation purposes.

Col. 5:

- If the property is capitalized (included on Schedules M, N, D or F), select the schedule where it is capitalized
- If the property is exempt machinery and equipment (M&E), check "Yes"

Col. 6: If the asset was not capitalized and is not exempt (in Column 5), you must estimate the current market value

Estimated market value – is based on the "Method of Valuation" (original selling price, current selling price, gross annual rent)

Valuation methods:

1. **Original selling price** – below are the life factor examples used to calculate current value:

- » **Machinery and equipment** – 10-year life factors (see Schedule M, Column 7)
- » **Boilers and tanks** – 20-year life factors (see Schedule N, Column 5)
- » **Copiers** – 6-year life factors (see Schedule D, Column 7)
- » **Furniture and fixtures** – 10-year life factors (see Schedule F, Column 5)

Example: If you lease a forklift starting in 2022, take the original selling price and multiply it by .925 (10-year life factor from Schedule M) to get the Estimated Market Value

2. **Current selling price** – current selling price equals the Estimated Market Value

3. **Gross annual rent** – gross annual rent multiplied by 3 equals the Estimated Market Value

Note:

- If you are e-filing, the "Estimated Market Value" is calculated after you select the method of valuation and based on information entered in each prior field
- If you are paper-filing, select your method of valuation – original selling price, current selling price or gross annual rent

Total of All Pages:

- Enter **total** estimated market value. If you complete more than one page of leases, calculate total of all pages
- Enter this total on Schedule A, Line 7 of the Total column

Note: DOR crosschecks this schedule with reports filed by lessors (M-L Forms)

Submitting Your Return

Electronically

- You must correct all errors to submit your return
- Confirmation screen - to submit your return, you must read the statements and click "OK"
- **Submit Return**
 - » After you reviewed your return for accuracy and agreed with the confirmation statements, submit your return
 - » You will see a confirmation screen. Keep the confirmation number for your records.

Paper Return

- Only state prescribed forms are accepted. Imposter forms mimicking state prescribed forms will be rejected.
- Check for errors – make sure you have assets listed correctly in the taxable or exempt columns and review your math
- **M-P Form must have an original signature and ALL Manufact./Owner Information fields must be completed**
- When filing your completed M-P Form, you must include required documents, forms and additional information DOR requires to process your return
- DOR does not accept faxed, emailed or unsigned forms
- Submit only completed schedules. **Do not include unused schedules.**
- Mail return – mail your completed original return to the Madison [district office](#)
- For proof you mailed your return and additional documents, we recommend getting a certificate of mailing from your preferred document delivery service