

# 2023 Wisconsin Telco Personal Property (T-P Form) Instructions

## Filing Information

- **Filing Requirement** – telecommunication companies (Telcos) must file state-prescribed 2023 T-P Form online through [My Tax Account \(MTA\)](#)
- **Due Date** – March 1, 2023
- **New for 2023:**
  - **Discontinued – Schedule C-1D: Non-Operational (Dark) Fiber Optic Cable**
    - Additional obsolescence for dark fiber installed during 2002 and prior years is discontinued starting in 2022
    - Since the Wisconsin Department of Revenue (DOR) does not recognize additional obsolescence on dark fiber, you no longer need to break out dark fiber costs. Report all costs associated with these years on Schedule C-1L.
- **Extension Request:**
  - File your extension request electronically through [MTA](#) on or before March 1, 2023
  - Extension requests submitted by March 1 are automatically granted. State law grants one filing extension to April 1, 2023.
- **Penalties:**
  - State law (secs. [76.28\(6\)](#), and [76.05\(1\)\(2\)](#), Wis. Stats.) requires DOR to charge a filing penalty if T-P Forms are not filed, filed late or not filed completely
  - If you do not file, you lose the right to appeal your assessment
  - For completed returns, filed not more than one month late, the filing penalty is 5% of the current year tax. The filing penalty increases by an additional 5% of the current year tax for each additional month or fraction thereof, that the return is late, not to exceed 25% in aggregate.

## Schedule C: Exempt Computer Equipment, Software and Fax Machines

### Include:

- Fax machines exempt under sec. [70.11\(39m\)](#), Wis. Stats.
- Administrative computer equipment
- Operating system software and canned software exempt under sec. [70.11\(39\)](#), Wis. Stats.

### Note:

- Totals from this schedule carry forward to the proper field on the Personal Property Cost and Municipal Allocation Worksheet
- **Internet Service Provider (ISP) equipment** – include ISP equipment if it is not a separate and distinct activity. Report separate and distinct ISP accounts to the local assessor.
- **Owned equipment** – report the original cost for all owned equipment on this schedule
- **Leased equipment** – enter the total annual gross rent and/or the original cost of the equipment, if known. Include all fully depreciated assets still on hand.
- **Do not include** – custom software or computerized central office equipment (switching hardware and software). Report this equipment on Schedule G.

## Schedule C-1D: Non-Operational (Dark) Fiber Optic Cable

### New Information:

- Additional obsolescence for dark fiber installed during 2002 and prior years is discontinued starting in 2022
- Since DOR does not recognize additional obsolescence on dark fiber, you no longer need to break out dark fiber costs for these years. Report all costs associated with these years on Schedule C-1L.

## Schedule C-1L: Operational (Lit) Fiber Optic Cable

**Note:** Totals from this schedule carry forward to the proper line on Schedules A and Y-P

### Fiber Optic Cable Definitions:

- **Fiber** – single strand of optic fiber. May be 'lit' (ex: operational, carrying a light signal) or 'dark' (ex: non-operational).
- **Fiber Optic Cable** – 'bundle' of multiple optic fibers (strands) encased within a single protective outer jacket

### Report:

- Total cost of trenching and installation for all lit or partially lit fiber routes
- Incremental cost of the lit fiber only
- All Work in Progress (WIP)
- All fully depreciated assets still on hand
- Column 3 "Additions" include: New installations and previously reported dark fiber (shift from Schedule C-1D)

### Exclude:

- Incremental cost of dark (unlit) fiber located within a fiber optic cable where at least one fiber is lit
- Trenching and installation costs for fiber optic cable where all fiber within the cable is dark (100% non-operational)

## Schedule C-2: Metallic Cable and Poles

**Note:** Totals from this schedule carry forward to the proper line on Schedules A and Y-P

### Report:

- Original costs
- All Work in Progress (WIP)
- All fully depreciated assets still on hand

## Schedule C-3: Coaxial Cable

**Note:** Totals from this schedule carry forward to the proper line on Schedules A and Y-P

### Report:

- Original costs
- All Work in Progress (WIP)
- All fully depreciated assets still on hand

## Schedule D: Copiers and Telephone Systems

**Note:** Totals from this schedule carry forward to the proper line on Schedules A and Y-P

### Report:

- Original costs
- All Work in Progress (WIP)
- All fully depreciated assets still on hand

### Include:

- Copiers
- Telephone systems
- Station apparatus
- Large PBX
- Public telephone equipment
- Terminal equipment
- Comparable items

## Schedule E: Equipment Shelters on Non-Owned or Locally Assessed Land

### Note:

- Totals from this schedule carry forward to the proper line on Schedules A and Y-P
- Report permanent structures as real property (ex: constructed with brick or concrete block) on T-R Form, Schedule R-1
- If you cannot separate costs for land improvements and/or leasehold improvements from the costs for Equipment Shelters (ex: remotes, huts, and cell site buildings), you may include all costs for those categories on this schedule. **Do not** include any tower costs.

### Report:

- All equipment shelters, whether on owned or leased land
- Original cost for shelters only. Report land improvement costs on T-R Form, Schedule R-1.
- All Work in Progress (WIP)
- All fully depreciated assets still on hand

**Obsolescence Adjustment:** 40% obsolescence adjustment automatically calculates

## Schedule F: Furniture and Tools

**Note:** Totals from this schedule carry forward to the proper line on Schedules A and Y-P

### Report:

- Original costs
- All Work in Progress (WIP)
- All fully depreciated assets still on hand

## Schedule G: Telephone Central Office Equipment, Radios and Antennas

**Note:** Totals from this schedule carry forward to the proper line on Schedules A and Y-P

### Report:

- Original costs
- All Work in Progress (WIP)
- All fully depreciated assets still on hand

### Include:

- Central office switching equipment (ex: analog, digital, computer hardware and software)
- Circuit equipment (ex: analog, digital, light wave and computerized circuit equipment)
- Operator and radio systems
- Related equipment
- Tower antennas (but not the tower)

## Schedule L: All Leased, Rented or Loaned Items

**Note:** Totals from this schedule carry forward to the proper line on Schedules A and Y-P

**Report:** All non-owned equipment whether it is leased, rented, or loaned, and regardless of payment method. These are similar to the items reported on other schedules (Schedules D, E, F, G, and O) **except** they are leased instead of owned.

### Include:

- Capitalized leases
- All leased equipment regardless of who pays the tax

**Exclude:**

- Leased and rented, or loaned items removed from your premises before January 1
- Tower and tower space (report these on Schedule TL)
- Non-owned real estate leases where your company occupies more than 50% (report these on T-R Form, Schedule R-2)

**Schedule LHI: Leasehold Improvements****Note:**

- Totals from this schedule carry forward to the proper line on Schedules A and Y-P
- Report leased buildings, or parts of leased buildings on T-R Form, Schedule R-2
- Equipment rooms might also contain hi-tech cable, fiber optics and wiring. Report these items as central office equipment on Schedule G or the cable schedules. (Schedules C1D, C-1L, C2, C3)

**Report:** All leasehold items in non-owned real estate situations where property is totally or partially leased. These property items are typically classified as real estate but are owned by you (the Telco) at real estate locations that you lease and do not own.

**Include:** All Work in Progress (WIP)

**Leasehold items include, but are not limited to:**

- Partitions (finished and unfinished)
- Security system
- HVAC systems
- Floor and ceiling covers
- Fire protection
- Fencing
- Light fixtures
- Alarm systems
- Paving
- Cable for phone/computer access

**Examples of areas with typical leasehold improvements owned by a Telco:**

- Leased space for administrative offices, sales offices, or equipment rooms
- Offices used for administrative and sales space that resemble commercial office space and could be considered general purpose
- Equipment rooms that contain hi-tech mechanicals and could be considered more special purpose

**Schedule O: Other Taxable Property Not on Other Schedules**

**Note:** Totals from this schedule carry forward to the proper line on Schedules A and Y-P

**Report:**

- All taxable items not reported on any other Schedule (ex: works of art, signs)
- Estimate the total value of all taxable items that are expensed (do not include them on capitalized items)
- Enter each capitalized item separately

**Exclude:** Poles – report on Schedule C-2

**Schedule P: Personal Property Information**

**Include:** All personal property locations

**Exclude:** Towers listed on Schedule TI

## Schedule R: Exempt Rural Broadband Property

**Note:** For 2023, you must manually enter the total of this schedule to Schedule Y-P

**Report:**

- All "qualified broadband service property" as defined in sec. 76.80(2)(2), Wis. Stats.
- Certify the property meets the speed requirement by checking the box next to the speed requirement certification statement
- Certify the locational requirement by selecting one of the three choices (Rural County, Exempt Municipality, Underserved Area) in the certification column of the schedule
- Incomplete schedules may result in denial of the exemption until DOR receives all required information

## Schedule S: Supplies

**Note:** This schedule is not accounted for on Schedule Y-P since supplies are not fixed assets

**Report all supplies on hand as of January 1, 2023 using one of the methods below:**

- **Physical Inventory** – identify items on hand and report their costs
- **Percentage of Annual Expenses** – apply 1/12 (or 8.3%) to the total cost of supplies from the prior year. This reflects a value of January 1, 2023 supplies on hand.
- **Estimated Value** – use this in the absence of a physical inventory or records to document a value

## Schedule T: Towers

**Note:** Totals from this schedule carry forward to the proper line on Schedules A and Y-P

**Report:** Tower cost only

**Exclude:**

- Antennas and other equipment (report on Schedule G)
- Equipment shelters (report shelters on leased land on Schedule E; report permanent structures (concrete block or brick) on T-R Form, Schedule R-1)
- Land and leasehold improvements (report on Schedule LHI)

**Note:**

- If you cannot separate costs for land improvements and/or leasehold improvements from the tower costs, you can include all costs for those categories on this schedule but do not include the equipment shelter costs
- You must report all tower tenants on Schedule TL
- **Telcos that own towers** – you must report all tower users besides your company
- **Tower companies** – you must report all tenants on Schedule TL

## Schedule TI: Tower Information

**Note:** Enter detailed information for the tower and location

## Schedule TL: Tower Leases (Both Lessors and Lessees Report)

**Include:**

- Tower owner lessors (Telcos and tower companies)
- All tenant lessees on all towers

**Report:** All tower leases on this schedule. Enter all leases for space on a tower(s) and provide all requested information.

## Schedule A: Personal Property Assessment Summary

- **Declared Value column** – after you complete all the appropriate schedules, the **total value** carries forward from each completed schedule to Schedule A as the Declared Value
- **Line 14** – values from Lines 1-13 of the Declared Value column are totaled to get the Total Declared Value
- **Line 15** – value that is used to determine the amount of tax due based on the allocation percentages calculated in the completed Municipal Allocation Worksheet

## Schedule Y-P: Summary of Accounts Records

- **Balance as of January 1, 2022** – displayed value is the Total Original Cost as of January 1 of the prior filing year. Note: These entries should auto-fill from the final column of last year's return.
- **Additions During 2022** – displayed value is the Total Original Cost of the additions that occurred during the prior calendar year as reported on the corresponding schedule
- **Deletions During 2022** – displayed value is the Total Original Cost of property disposed of or moved out of Wisconsin during the prior calendar year as reported on the corresponding schedule
- **Balance as of January 1, 2023** – displayed value is the Total Original Cost, after additions and deletions, at the end of the filing year. This number auto-fills as the beginning balance for the next year's report.

## 2023 Personal Property Cost and Municipal Allocation

- **Total personal property original cost as of January 1, 2023** – the total (statewide) original cost of **all** personal property (including exempt property) located in Wisconsin as of January 1
- **Total original cost of exempt computer equipment, software and fax machines as of January 1, 2023** – this value (cost) should match the total of Exempt Computer Equipment, Software and Fax Machines on T-P Form, Schedule Y-P
- **Other non-taxable assets as of January 1, 2023** – the original cost of all other non-taxable assets as of January 1. This number should match the "Other Non-Taxable Assets" on T-P Form, Schedule Y-P.
- **Total TAXABLE personal property cost in Wisconsin as of January 1, 2023** – this box is calculated for you. It subtracts the exempt costs reported from the total original cost reported. DOR must allocate the original taxable cost (for the entire state) to each municipality where the Telco has personal property located.
- **List of Accounts** – the accounts listed represent all the municipalities where your Telco reported personal property on January 1 of the prior year
  - Update the list for changes made during the year
  - If your Telco located personal property in a new municipality during the last year – on the first blank row below the pre-filled account data, select the county and municipality from appropriate dropdown menu
- **Total Taxable Cost in Municipality** – enter the total original cost of all **taxable** personal property allocated to each municipality as of January 1
  - Do this for each municipality listed, including those added during the year
  - If all taxable personal property moved out of an existing municipality during the year, or was no longer owned by the Telco on January 1 (sold during the year), enter a zero (0)
  - At the top, you'll find the sum of the total taxable original costs
- **Percentage of Cost in Municipality** – calculates the percentage (%) of total taxable original costs allocated to each individual municipality. DOR uses this allocated cost percentage (% to total) to allocate the total full value assessment to each municipality.

**Note:** If a \$0 amount is entered as cost for a municipality you are reporting you must certify the entry by checking the "Review Total Taxable Cost" box in the final column