

Due date
March 1, 2019

Statement of Personal Property
Assessment date – January 1, 2019

2019

Filing Instructions – you must file this completed return with your local assessor on or before March 1, 2019. (sec. 70.35, Wis. Stats.) Report personal property not reported to the Wisconsin Department of Revenue's Manufacturing & Utility Bureau.

Confidentiality – under sec. 70.35(3), Wis. Stats., personal property returns filed with the local assessor are confidential records of the assessor's office.

Failure to File – if you do not file, your local assessor will estimate your property's value using the best information available. You will also be denied appeal rights with the Board of Review (BOR), under state law (sec. 70.35(4), Wis. Stats.).

Questions? – if you have questions on filing this form, contact your [local assessor](#).

For Office Use Only	
School district	TID no.
Assessor name	
Assessor address	

Property Owner and Property Information (agent, consignee or other representative)

Property address: _____ <small>(if different from above)</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">FEIN</td> <td style="width: 50%;">Account no.</td> </tr> <tr> <td>NAICS code</td> <td> <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City </td> </tr> <tr> <td>County</td> <td>Municipality</td> </tr> </table>	FEIN	Account no.	NAICS code	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	County	Municipality				
FEIN	Account no.										
NAICS code	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City										
County	Municipality										
Business type: _____											
Owner is: (check box that applies) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP											
New owner information – complete this section if there was a change in ownership or the business is no longer in operation.											
Type of change: (check box that applies) <input type="checkbox"/> Discontinued <input type="checkbox"/> Sold <input type="checkbox"/> Incorporated <input type="checkbox"/> Moved											
Date of change: - - _____											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">New owner name</td> <td>_____</td> </tr> <tr> <td>Property address</td> <td>_____</td> </tr> <tr> <td>Mailing address</td> <td>_____</td> </tr> <tr> <td>Phone no. () - _____</td> <td>_____</td> </tr> <tr> <td>Email</td> <td>_____</td> </tr> </table>		New owner name	_____	Property address	_____	Mailing address	_____	Phone no. () - _____	_____	Email	_____
New owner name	_____										
Property address	_____										
Mailing address	_____										
Phone no. () - _____	_____										
Email	_____										

Preparer and Owner Information/Signature

I, the undersigned declare under penalties of law that I have personally examined this return and its completed schedules. To the best of my knowledge and belief, this return is true, correct and complete.

Preparer		Owner	
Name (please print)		Name (please print)	
Address		Address	
Phone () - _____	Fax () - _____	Phone () - _____	Fax () - _____
Email		Email	
Signature	Date - - _____	Signature	Date - - _____

Schedule A – Personal Property Return (Assessment Summary as of January 1, 2019)

This schedule summarizes all taxable personal property from Schedules B through H. Line 10, Col. 3 is the total value of your taxable personal property within this municipality.

Col. 1 Property Type	Col. 2 Subtotal	Col. 3 Total	For Office Use Only	
			Class	Col. 4
1. Boats and watercraft (from Sch. B)			1	
2. Furniture, fixtures and equipment (from Sch. D)				
3. Multifunction fax machines, copiers, postage meters ... (from Sch. D2)				
4. Total of lines 2, 3			3	
5. Building on leased land (from Sch. E)			4B	
6. Leased equipment (property in charge of but not owned) (from Sch. F)				
7. Supplies (from Sch. G)				
8. All other personal property (from Sch. H)				
9. Total of lines 6, 7, 8			4A	
10. Total assessable – add lines 1, 4, 5, 9				

Schedule B – Boats and Watercraft					2019
Report: All boats and watercraft subject to general property taxation. Review the <i>Composite Conversion Factors</i> and <i>Composite Useful Lives Table</i> on various equipment: http://www.revenue.wi.gov/Pages/Report/p.aspx#personal .					
Col. 1 Description of Boats and Watercraft	Col. 2 Acquisition Year	Col. 3 Original Cost	Col. 4 Conversion Factor	Col. 5 Declared Value January 1	Col. 6 For Office Use Only
Total declared value					
<i>(Note: Attach additional sheets if needed)</i>				Enter Col. 5 Total on Sch. A, Line 1, Col. 3	

Schedule C – Machinery, Tools and Patterns							2019
Report: All machinery and shop equipment. Use the costs from your accounting records. Summarize the original asset costs by acquisition year as of January 1 of last year. Enter these costs in Col. 2. Enter any additions or deletions by acquisition year in Col. 3.							
Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2018	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	Col. 4 Net Total Original Cost as of Jan. 1, 2019 <i>(Col. 2 +/- Col. 3)</i>	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2019 <i>(Col. 4 x Col. 5)</i>	Col. 7 For Office Use Only	
2018							
2017							
2016							
2015							
2014							
2013							
2012							
2011							
2010							
2009							
All prior years							
Total							

Do Not Report

Schedule D – Furniture, Fixtures and Equipment							2019
Report: All furniture, fixtures and equipment (e.g., office, store and professional furniture, fixtures and equipment, business and professional libraries, other assets related to the sales and administration of your business). Original Cost in Col. 4, should contain all costs of installation and freight, add-ons and sales tax.							
Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2018	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	Col. 4 Net Total Original Cost as of Jan. 1, 2019 <i>(Col. 2 +/- Col. 3)</i>	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2019 <i>(Col. 4 x Col. 5)</i>	Col. 7 For Office Use Only	
2018				.925			
2017				.794			
2016				.675			
2015				.579			
2014				.497			
2013				.426			
2012				.366			
2011				.321			
2010				.275			
2009				.233			
All prior years				.140			
Total							
					Enter Col. 6 Total on Sch. A, Line 2, Col. 2		

**Schedule D1 – Exempt Computer Equipment & Software (Owned),
Cash Registers & Single Function Fax Machines**

2019

- **Report:** Mainframe computers, minicomputers, personal computers, networked personal computers, servers, terminals, monitors, disk drives, electronic peripheral equipment, tape drives, printers, basic operational programs, systems software, prewritten software, ATMs, cash registers, and single function fax machines. Review the *Computer Exemption Guidelines for Assessors and Property Owners* (revenue.wi.gov/DOR%20Publications/compexgd.pdf).
- **Do not report:** Custom software
- **Note:** Per state law (sec. 70.36(1m), Wis. Stats.), any person, firm or corporation that fails to include information on exempt property under sec. 70.11(39) and sec. (39m) will owe \$10 for every \$100 or major fraction that is not reported (sec. 70.35, Wis. Stats.).

Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2018	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	Col. 4 Net Total Original Cost as of Jan. 1, 2019 <i>(Col. 2 +/- Col. 3)</i>	Col. 5 Conversion Factor (4-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2019 <i>(Col. 4 x Col. 5)</i>	Col. 7 For Office Use Only
2018						
2017						
2016						
2015						
2014						
2013						
2012						
All prior years						
Total						
Total leased equipment from Sch. F, Col. 7						
Combined totals						

Do Not Report

**Schedule D2 – Multifunction Faxes, Copiers, Postage Meters, Telephone Systems,
and Computerized Equipment**

2019

Report: All multifunction fax machines, copiers, postage meters, telephone systems (PBXs), and equipment with embedded computerized components.

Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2018	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	Col. 4 Net Total Original Cost as of Jan. 1, 2019 <i>(Col. 2 +/- Col. 3)</i>	Col. 5 Conversion Factor (6-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2019 <i>(Col. 4 x Col. 5)</i>	Col. 7 For Office Use Only
2018				.875		
2017				.663		
2016				.497		
2015				.376		
2014				.285		
2013				.216		
All prior years				.122		
Total						
<i>Enter Col. 6 Total on Sch. A, Line 3, Col. 2</i>						

Schedule E – Buildings on Leased Land

2019

Report: Buildings, structures and other improvements you own, but are located on land that you do not own. They are valued in the same manner as improvements located on land that is owned by you. Enter your opinion of value in Col. 4.

Col. 1 Property Description	Col. 2 Acquisition Year	Col. 3 Original Cost	Col. 4 Opinion of Value January 1	Col. 5 For Office Use Only
Total declared value				
<i>Enter Col. 4 Total on Sch. A, Line 5, Col. 3</i>				

Schedule F – Leased Equipment (Property in charge of but not owned)

2019

Report: All leased equipment (e.g., business furniture, fixtures, equipment, machines, postage meters, tools, advertising devices) and similar items loaned, leased, stored or otherwise held and not owned by you. These items may or may not be assessed to you. Often, leases state whether the owner or the lessee is responsible for the personal property taxes. Review the *Composite Conversion Factors and Composite Useful Lives* on various equipment: <http://www.revenue.wi.gov/Pages/Report/p.aspx#personal>.

Col. 1 Name and Address of Leasing Company*	Col. 2 Equipment Type and Lease No.	Col. 3 Gross Annual Rent	Col. 4 Installation Year	Col. 5 Original Cost	Col. 6 Indexed Value Taxable Equipment	Col. 7 For Office Use Only

* Leasing Companies: To avoid duplication of assessment, provide the same information requested on this schedule including name and location of lessees.

Totals Enter Col. 6 Total on Sch. A, Line 6, Col. 2

Schedule G – Supplies

2019

Report: Your supplies inventory. Report items that are in your possession on January 1 and are expensed and not subject to resale, but are necessary in the conduct of business and are consumed in the operations of providing customer services. **Supplies include:** Items used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning

Supplies inventory – January 1, 2019 \$ Enter amount on Sch. A, Line 7, Col. 2

Schedule H – All Other Personal Property, Leasehold Improvements, Signs, Billboards, Logs and Forest Products, Improvements on Exempt Land, Improvements on Forest Cropland or Managed Forestland

2019

Report: All leasehold improvements and other personal property not previously reported on other schedules. Report improvements on exempt land and privately owned structures, billboards, cable television towers or special taxed land. Review the *Composite Conversion Factors and Composite Useful Lives Table* on various equipment: <http://www.revenue.wi.gov/Pages/Report/p.aspx#personal>.

Leasehold improvements – any alterations, additions or improvements, adding value, made by a tenant to leased or rented premises. Enter the total improvement cost in Col. 3.

Include: Logs and other forest products belonging to persons whose principal activity is not related to the buying, selling or manufacturing that type of property.

Exclude: Merchant’s or manufacturing stock.

Col. 1 Acquisition Year	Col. 2 Property Description	Col. 3 Acquisition Cost	Col. 4 Conversion Factor	Col. 5 Declared Value January 1	Col. 6 For Office Use Only
Total					

Lease or Asset Information Enter Col. 5 Total on Sch. A, Line 8, Col. 2
For each property you are leasing, provide the following: (attach additional sheets if necessary)

Property

Term	Start _____ End _____ <small>(mm-yyyy) (mm-yyyy)</small>	Square footage – leased area _____ Sq. Ft.	Annual base rent \$ _____
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Sales/rent
If your sales are the basis for your rent, enter percentage of sales you pay as rent. _____ % Amount paid \$ _____

Rent includes: (check all that apply) Electric Heat Real estate taxes Parking Common area maintenance
 Other (describe)