

**Due date**  
**March 1, 2018**

**Statement of Personal Property**  
**Assessment date – January 1, 2018**

**2018**

**Filing Instructions** – you must file this completed return with your local assessor on or before March 1, 2018. (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)*

<b>Property address:</b> _____ <i>(if different from above)</i> _____  <b>Business type:</b> _____  <b>Owner is:</b> <i>(check box that applies)</i> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP	<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> <b>New owner information</b> – complete this section if there was a change in ownership or the business is no longer in operation.  <b>Type of change:</b> <i>(check box that applies)</i> <input type="checkbox"/> Discontinued <input type="checkbox"/> Sold <input type="checkbox"/> Incorporated <input type="checkbox"/> Moved  <b>Date of change:</b> -    -    _____  New owner name _____ Property address _____ Mailing address _____ Phone no. (    )    -    _____ Email _____	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						

**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 <i>(please print)</i>		Name <i>(please print)</i>	
Address		Address	
Phone (    )    -    _____	Fax (    )    -    _____	Phone (    )    -    _____	Fax (    )    -    _____
Email		Email	
Signature	Date    -    -    _____	Signature	Date    -    -    _____

**Schedule A – Personal Property Return (Assessment Summary as of January 1, 2018)**

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 <i>(from Sch. B)</i>			1	
2. Furniture, fixtures and office equipment <i>(from Sch. D)</i>				
3. Multifunction fax machines, copiers, postage meters ... <i>(from Sch. D2)</i>				
<b>4. Total of lines 2, 3</b>			<b>3</b>	
5. Building on leased land <i>(from Sch. E)</i>			<b>4B</b>	
6. Leased equipment <i>(property in charge of but not owned) (from Sch. F)</i>				
7. Supplies <i>(from Sch. G)</i>				
8. All other personal property <i>(from Sch. H)</i>				
<b>9. Total of lines 6, 7, 8</b>			<b>4A</b>	
<b>10. Total assessable – add lines 1, 4, 5, 9</b>				

Schedule B – Boats and Watercraft					2018
<b>Report:</b> 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: <a href="http://revenue.wi.gov/Pages/Report/p.aspx#personal">revenue.wi.gov/Pages/Report/p.aspx#personal</a> .					
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
<b>Total declared value</b>					
<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							2018
<b>Report:</b> 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, 2017	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2017	Col. 4 Net Total Original Cost as of Jan. 1, 2018 <i>(Col. 2 +/- Col. 3)</i>	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2018 <i>(Col. 4 x Col. 5)</i>	Col. 7 For Office Use Only	
2017							
2016							
2015							
2014							
2013							
2012							
2011							
2010							
2009							
2008							
All prior years							
<b>Total</b>							

Do Not Report

Schedule D – Furniture, Fixtures and Office Equipment							2018
<b>Report:</b> All furniture, fixtures and office 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, 2017	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2017	Col. 4 Net Total Original Cost as of Jan. 1, 2018 <i>(Col. 2 +/- Col. 3)</i>	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2018 <i>(Col. 4 x Col. 5)</i>	Col. 7 For Office Use Only	
2017				.925			
2016				.786			
2015				.668			
2014				.574			
2013				.497			
2012				.426			
2011				.370			
2010				.318			
2009				.270			
2008				.238			
All prior years				.138			
<b>Total</b>							
					Enter Col. 6 Total on Sch. A, Line 2, Col. 2		

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

**2018**

- **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/pubs/slf/compexgd.pdf](http://revenue.wi.gov/pubs/slf/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, 2017	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2017	Col. 4 Net Total Original Cost as of Jan. 1, 2018 <i>(Col. 2 +/- Col. 3)</i>	Col. 5 Conversion Factor <b>(4-yr)</b>	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2018 <i>(Col. 4 x Col. 5)</i>	Col. 7 For Office Use Only
2017						
2016						
2015						
2014						
2013						
2012						
2011						
All prior years						
<b>Total</b>						
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**

**2018**

**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, 2017	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2017	Col. 4 Net Total Original Cost as of Jan. 1, 2018 <i>(Col. 2 +/- Col. 3)</i>	Col. 5 Conversion Factor <b>(6-yr)</b>	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2018 <i>(Col. 4 x Col. 5)</i>	Col. 7 For Office Use Only
2017				.875		
2016				.656		
2015				.492		
2014				.373		
2013				.285		
2012				.216		
All prior years				.122		
<b>Total</b>						
<i>Enter Col. 6 Total on Sch. A, Line 3, Col. 2</i>						

**Schedule E – Buildings on Leased Land**

**2018**

**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
<b>Total declared value</b>				
<i>Enter Col. 4 Total on Sch. A, Line 5, Col. 3</i>				

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

**2018**

**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: [revenue.wi.gov/Pages/Report/p.aspx#personal](http://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**

**2018**

**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, 2018** ..... \$

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**

**2018**

**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: [revenue.wi.gov/Pages/Report/p.aspx#personal](http://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**

Enter Col. 5 Total  
on Sch. A, Line 8, Col. 2

**Lease or Asset Information**

For each property you are leasing, provide the following: (attach additional sheets if necessary)

**Property**

<b>Term</b>	Start _____ End _____ (mm-yyyy) (mm-yyyy)	<b>Square footage – leased area</b> _____ Sq. Ft.	<b>Annual rent</b> \$ _____
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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)