

Due date
March 1, 2020

Statement of Personal Property
Assessment date – January 1, 2020

2020

Filing Instructions – you must file this completed return with your local assessor on or before March 1, 2020. (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)*

| | | | | | | | |
|---|---|------|-------------|------------|--|--------|--------------|
| <p>Property address: _____ <i>(if different from above)</i></p> <p>Business type: _____</p> <p>Owner is: <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</p> <p>New owner information – complete this section if there was a change in ownership or the business is no longer in operation.</p> <p>Type of change: <i>(check box that applies)</i> <input type="checkbox"/> Discontinued <input type="checkbox"/> Sold <input type="checkbox"/> Incorporated <input type="checkbox"/> Moved</p> <p>Date of change: - - _____</p> | <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> <p>New owner name _____</p> <p>Property address _____</p> <p>Mailing address _____</p> <p>Phone no. () - _____</p> <p>Email _____</p> | 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, 2020)

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 equipment <i>(from Sch. D)</i> | | | | |
| 3. Multifunction fax machines, copiers, postage meters ... <i>(from Sch. D2)</i> | | | | |
| 4. Total of lines 2, 3 | | | 3 | |
| 5. Building on leased land <i>(from Sch. E)</i> | | | 4B | |
| 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> | | | | |
| 9. Total of lines 6, 7, 8 | | | 4A | |
| 10. Total assessable – add lines 1, 4, 5, 9 | | | | |

Schedule B – Boats and Watercraft **2020**

Report: All boats and watercraft subject to general property taxation. Review the *Composite Conversion Factors* and *Composite Useful Lives Table* 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 | | | | | |

(Note: Attach additional sheets if needed)

Enter Col. 5 Total on Sch. A, Line 1, Col. 3

Schedule D – Furniture, Fixtures and Equipment **2020**

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, 2019 | Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2019 | Col. 4 Net Total Original Cost as of Jan. 1, 2020 <small>(Col. 2 +/- Col. 3)</small> | Col. 5 Conversion Factor (10-yr) | Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2020 <small>(Col. 4 x Col. 5)</small> | Col. 7 For Office Use Only |
|----------------------------|--|--|--|-------------------------------------|--|-------------------------------|
| 2019 | | | | .925 | | |
| 2018 | | | | .810 | | |
| 2017 | | | | .695 | | |
| 2016 | | | | .591 | | |
| 2015 | | | | .507 | | |
| 2014 | | | | .435 | | |
| 2013 | | | | .373 | | |
| 2012 | | | | .324 | | |
| 2011 | | | | .280 | | |
| 2010 | | | | .240 | | |
| All prior years | | | | .142 | | |
| Total | | | | | | |

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

Schedule D2 – Multifunction Faxes, Copiers, Postage Meters, Phone Systems, Computerized Equipment **2020**

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

| Col. 1 Acquisition Year | Col. 2 Total Original Cost as of Jan. 1, 2019 | Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2019 | Col. 4 Net Total Original Cost as of Jan. 1, 2020 <small>(Col. 2 +/- Col. 3)</small> | Col. 5 Conversion Factor (6-yr) | Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2020 <small>(Col. 4 x Col. 5)</small> | Col. 7 For Office Use Only |
|----------------------------|--|--|--|------------------------------------|--|-------------------------------|
| 2019 | | | | .875 | | |
| 2018 | | | | .676 | | |
| 2017 | | | | .512 | | |
| 2016 | | | | .384 | | |
| 2015 | | | | .291 | | |
| 2014 | | | | .220 | | |
| All prior years | | | | .124 | | |
| Total | | | | | | |

Enter Col. 6 Total on Sch. A, Line 3, Col. 2

Schedule E – Buildings on Leased Land **2020**

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 | | | | |

Enter Col. 4 Total on Sch. A, Line 5, Col. 3

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

2020

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

2020

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, 2020 \$

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

2020

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

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

| | | | |
|-------------|--|--|-------------------------------------|
| Term | Start _____ End _____ (mm-yyyy) (mm-yyyy) | Square footage – leased area _____ Sq. Ft. | Annual base rent \$ _____ |
|-------------|--|--|-------------------------------------|

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)