

**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:** \_\_\_\_\_  
(if different from above)

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) ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP

**New owner information** – complete this section if there was a change in ownership or the business is no longer in operation.

New owner name
Property address
Mailing address
Phone no. ( ) -
Email

**Type of change:** (check box that applies)

☐ Discontinued ☐ Sold ☐ Incorporated ☐ Moved

**Date of change:** - -

**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
<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://www.revenue.wi.gov/Pages/Report/p.aspx#personal">http://www.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>					
<div style="display: flex; justify-content: space-between;"> <span>(Note: Attach additional sheets if needed)</span> <span>Enter Col. 5 Total on Sch. A, Line 1, Col. 3</span> </div>					

Schedule C – Machinery, Tools and Patterns						2019
<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, 2018	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	Col. 4 Net Total Original Cost as of Jan. 1, 2019 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2019 (Col. 4 x Col. 5)	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
<b>Report:</b> 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 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2019 (Col. 4 x Col. 5)	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
<p>• <b>Report:</b> 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 <i>Computer Exemption Guidelines for Assessors and Property Owners</i> (<a href="http://revenue.wi.gov/DOR%20Publications/compexgd.pdf">revenue.wi.gov/DOR%20Publications/compexgd.pdf</a>).</p> <p>• <b>Do not report:</b> Custom software</p> <p>• <b>Note:</b> 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.).</p>						
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 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (4-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2019 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2018						
2017						
2016						
2015						
2014						
2013						
2012						
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						2019
<p><b>Report:</b> All multifunction fax machines, copiers, postage meters, telephone systems (PBXs), and equipment with embedded computerized components.</p>						
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 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (6-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2019 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2018				.875		
2017				.663		
2016				.497		
2015				.376		
2014				.285		
2013				.216		
All prior years				.122		
<b>Total</b>						
Enter Col. 6 Total on Sch. A, Line 3, Col. 2						

Schedule E – Buildings on Leased Land				2019
<p><b>Report:</b> 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.</p>				
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>				
Enter Col. 4 Total on Sch. A, Line 5, Col. 3				

## 2019

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

**Totals**

### Schedule G – Supplies

2019

Supplies inventory – January 1, 2019 .....	\$
--	----

**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

**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
			<b>Total</b>		

## Property

Annual base rent

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