

Due date
March 1, 2017

Statement of Personal Property
Assessment date – January 1, 2017

2017

Filing Instructions – you must file this completed return with your local assessor on or before March 1, 2017. (sec. 70.35, Wis. Stats.) Report personal property not reported to the Wisconsin Department of Revenue's Manufacturing & Utility Bureau.

Confidentiality – under state law (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.

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

☐ Discontinued ☐ Sold ☐ Incorporated ☐ Moved

Date of change: - - _____

New owner name _____
Property address _____
Mailing address _____
City, state, zip _____
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 <i>(please print)</i>			Name <i>(please print)</i>		
Address			Address		
City	State	Zip	City	State	Zip
Phone () -	Fax () -		Phone () -	Fax () -	
Email			Email		
Signature		Date - -	Signature		Date - -
Firm or title			Firm or title		

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Schedule A – Personal Property Return (Assessment Summary as of January 1, 2017)

- This schedule summarizes all taxable personal property from Schedules B through H. Line 11, Col. 3 is the total value of your taxable personal property within this municipality.
- Note:** Schedule D-1, exempt computer equipment and software, cash registers and single-function fax machines, is excluded from Total assessable (Line 11)

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. Machinery, tools and patterns (from Sch. C)			2	
3. Furniture, fixtures and office equipment (from Sch. D)				
4. Multifunction fax machines, copiers, postage meters ... (from Sch. D2)				
5. Total of lines 3, 4			3	
6. Building on leased land (from Sch. E)			4B	
7. Leased equipment (property in charge of but not owned) (from Sch. F)				
8. Supplies (from Sch. G)				
9. All other personal property (from Sch. H)				
10. Total of lines 7, 8, 9			4A	
11. Total assessable – add lines 1, 2, 5, 6, 10				
12. Exempt computer equipment and software owned... (Schedule D-1)				
Total – from the 2016 PA-003 Schedule D-1 (Col. 6)				

Schedule B – Boats and Watercraft

2017

Report: All boats and watercraft subject to general property taxation. Review the *Composite Conversion Factors and Composite Useful Lives Table* on various equipment: revenue.wi.gov/report/p.html#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 C – Machinery, Tools and Patterns

2017

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, 2016	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2016	Col. 4 Net Total Original Cost as of Jan. 1, 2017 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2017 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2016				.925		
2015				.786		
2014				.675		
2013				.579		
2012				.497		
2011				.435		
2010				.373		
2009				.318		
2008				.280		
2007				.242		
All prior years				.139		
Total						

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

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Schedule D – Furniture, Fixtures and Office Equipment						2017
Report: 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, 2016	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2016	Col. 4 Net Total Original Cost as of Jan. 1, 2017 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2017 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2016				.925		
2015				.786		
2014				.675		
2013				.579		
2012				.497		
2011				.435		
2010				.373		
2009				.318		
2008				.280		
2007				.242		
All prior years				.139		
Total						

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

Schedule D1 – Exempt Computer Equipment & Software (Owned), Cash Registers & Single Function Fax Machines						2017
<ul style="list-style-type: none"> 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). 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, 2016	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2016	Col. 4 Net Total Original Cost as of Jan. 1, 2017 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (4-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2017 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2016				.813		
2015				.508		
2014				.320		
2013				.202		
2012				.128		
2011				.080		
2010				.050		
All prior years				.031		
Total						
Total leased equipment from Sch. F, Col. 7						
Combined totals						

Enter Col. 6 Total on
Sch. A, Line 12, Col. 2

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Schedule D2 – Multifunction Faxes, Copiers, Postage Meters, Telephone Systems, and Computerized Equipment						2017
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, 2016	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2016	Col. 4 Net Total Original Cost as of Jan. 1, 2017 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (6-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2017 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2016				.875		
2015				.656		
2014				.497		
2013				.376		
2012				.285		
2011				.220		
All prior years				.124		
Total						

Enter Col. 6 Total on Sch. A, Line 4, Col. 2

Schedule E – Buildings on Leased Land				2017
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 6, Col. 3

Schedule F – Leased Equipment (Property in charge of but not owned)							2017
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 <i>Composite Conversion Factors</i> and <i>Composite Useful Lives</i> on various equipment: revenue.wi.gov/report/p.html#personal . Factors for computer equipment are on Schedule D-1.							
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 Indexed Value Computer	Col. 8 For Office Use Only
Totals							

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

Enter Col. 6 Total on Sch. A, Line 7, Col. 2

Enter Col. 7 Total on Sch. D-1 on page 3, near bottom of Col. 6

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Schedule G – Supplies

2017

Report: Your supplies inventory. Report items that 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, 2017 \$

Enter amount on Sch. A, Line 8, 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

2017

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/report/p.html#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

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

Enter Col. 5 Total
on Sch. A, Line 9, Col. 2

Property 1

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

If your sales are the basis for your rent, enter the 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 below)