

DUE DATE
March 1, 2012

STATEMENT OF PERSONAL PROPERTY
 Subject to Assessment January 1, 2012

2012

Who Must File? Every person, firm, or corporation as defined in Section 70.35 Wis. Statutes receiving from the assessor a return of personal property, must submit the return to the assessor on or before March 1. This return is confidential and is not available for public inspection.

Failure to File: If you fail to file, the assessor must estimate the value of your property using the best information available. In addition, you shall be denied any right of abatement by the board of review, under Section 70.35(4), Wis. Statutes.

Property Owner: (or in charge as agent, consignee, or other representative capacity)

FOR ASSISTANCE IN COMPLETING THIS FORM, YOU MAY CONTACT THE ASSESSOR.

↓

Town
 Village of } _____
 City
 County of _____

Account Number _____
 Property Address _____
 Engaged in Business of _____
 Sole Proprietorship Partnership Corporation LLC LLP
 FEIN # _____

School District	TID #
Assessor	

New Owner Name _____
 Situs Address _____
 Mailing Address _____
 City, State, Zip _____
 Phone No. () _____

Type of Change Discontinued Sold
 Incorporated Moved
 Date of Change _____

Schedule A
SUMMARY OF PERSONAL PROPERTY AS OF JANUARY 1, 2012

Schedule A is the summary of all taxable personal property from Schedules B through H. The total of column 3 is your declaration of personal property subject to tax within this municipality. Do not write "SALY" for Same As Last Year; forms must be filled out completely. Note that Schedule D-1, exempt computer equipment and software, cash registers and single-function fax machines, is excluded from TOTAL ASSESSABLE.

Column 1 Property Description	Column 2 Subtotals	Values ↓ Column 3 Totals	CODE	Column 4 LEAVE BLANK
1. Boats & Other Watercraft (from Schedule B)			1	
2. Machinery, Tools & Patterns (from Schedule C)			2	
3. Furniture, Fixtures & Office Equipment (from Schedule D)				
5. Multifunction Fax Machines, Postage Meters, Copiers & Phone Systems (from Sch. D-2)				
6. TOTAL OF LINES 3 and 5			3	
7. Leased Equipment (Property in charge of but not owned from Sch. F)				
8. Supplies (from Schedule G)				
9. All Other Personal Property (from Schedule H)				
10. TOTAL OF LINES 7, 8, AND 9			4A	
11. Building on Leased Land (from Schedule E)			4B	
TOTAL ASSESSABLE (TOTAL OF LINES 1, 2, 6, 10 AND 11)				

4. EXEMPT Computer Equipment & Software ... (from Schedule D-1)
 Please report the total from Schedule D-1 from the 2011 PA-003 →

I hereby declare all information given is true and correct for all the personal property for which I am subject to assessment and which was owned by me or held in my possession on January 1, 2012.

Owner's Name (please print)	Signature & Date	Preparer's Name (please print)	Signature & Date
Owner's Full Address		Preparer's Full Address	
Owner's Phone Number ()	Fax Number	Preparer's Phone Number ()	Fax Number
E-mail		E-mail	

**Schedule B
BOATS AND WATERCRAFT**

Schedule B is for reporting boats and watercraft not exempt. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at www.revenue.wi.gov/report/p.html#personal.

Column 1 Property Description	Column 2 Year Acquired	Column 3 Cost When Acquired	Column 4 Conversion Factor	Column 5 Declared Value January 1	Column 6 LEAVE BLANK
Total Declared Value					

Use additional sheets if necessary.

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

**Schedule C
MACHINERY, TOOLS AND PATTERNS**

Report all machinery and shop equipment. Take the costs shown from your accounting records. Any variation from information contained in your income tax return must be explained by letter or schedule. Summarize the original asset costs by acquisition year as of January 1 of last year. Enter these costs in column 2. Enter any additions or deletions by acquisition year in column 3.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2011	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2011	Column 4 Net Total Original Installed Cost as of Jan. 1, 2012 <i>(Column 2 +/- Column 3)</i>	Column 5 Conversion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2012 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2011				.925		
2010				.794		
2009				.675		
2008				.591		
2007				.512		
2006				.447		
2005				.391		
2004				.339		
2003				.287		
2002				.244		
Prior to '02				.135		
Totals						

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

**Schedule D
FURNITURE, FIXTURES AND OFFICE EQUIPMENT**

Report such assets as office, store and professional furniture, fixtures and equipment, business and professional libraries, and other assets related to the sales and administration of your business. Original Cost per column 4, Schedule D should contain all costs of installation and freight, add-ons, and sales tax.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2011	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2011	Column 4 Net Total Original Installed Cost as of Jan. 1, 2012 <i>(Column 2 +/- Column 3)</i>	Column 5 Conversion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2012 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2011				.925		
2010				.794		
2009				.675		
2008				.591		
2007				.512		
2006				.447		
2005				.391		
2004				.339		
2003				.287		
2002				.244		
Prior to '02				.135		
Totals						

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

Schedule D-1
**EXEMPT COMPUTER EQUIPMENT AND SOFTWARE (OWNED),
 CASH REGISTERS & SINGLE FUNCTION FAX MACHINES**

Do Not Report Custom Software. 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.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2011	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2011	Column 4 Net Total Original Installed Cost as of Jan. 1, 2012 <i>(column 2 +/- column 3)</i>	Column 5 Conversion Factors 4 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2012 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2011				.813		
2010				.513		
2009				.320		
2008				.206		
2007				.131		
2006				.082		
2005				.051		
Prior to '05				.032		
Totals						

Total leased equipment from Schedule F, Column 7
 Combined Totals

NOTE: Per Section 70.36(1m) Any person, firm or corporation that fails to include information on property that is exempt under s. 70.11(39) and (39m) on the report under s. 70.35 shall forfeit \$10 for every \$100 or major fraction thereof that is not reported.

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

Schedule D-2

MULTIFUNCTION FAXES, COPIERS, POSTAGE METERS, AND TELEPHONE SYSTEMS, AND COMPUTERIZED EQUIPMENT

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

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2011	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2011	Column 4 Net Total Original Installed Cost as of Jan. 1, 2012 <i>(column 2 +/- column 3)</i>	Column 5 Conversion Factors 6 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2012 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2011				.875		
2010				.663		
2009				.497		
2008				.384		
2007				.294		
2006				.227		
Prior to '06				.123		
Totals						

Enter Col. 6 Total on Sch. A, Line 5, Col. 2

Schedule E
BUILDINGS ON LEASED LAND

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

Column 1 Property Description	Column 2 Year Acquired	Column 3 Cost When Acquired	Column 4 Declared Value January 1	Column 5 LEAVE BLANK
Total Declared Value				

Enter Col. 4 Total on Sch. A, Line 11, Col. 3

**Schedule F
LEASED EQUIPMENT (Property in Charge of But Not Owned)**

Report all leased equipment such as business furniture, fixtures, equipment, machines, postage meters, tools, or 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. Frequently, leases state whether the owner or the lessee is responsible for the personal property taxes. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at www.revenue.wi.gov/report/p.html#personal. Factors for computer equipment can be found on Schedule D-1.

Column 1 Name and Address of Leasing Company*	Column 2 Type of Equipment and Lease No.	Column 3 Gross Annual Rent	Column 4 Year Installed	Column 5 Original Cost	Column 6 Indexed Value Taxable Equipment	Column 7 Indexed Value Computer	Column 8 LEAVE BLANK
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*

**Schedule G
SUPPLIES**

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

January 1, 2012 Supplies Inventory	\$
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Enter amount on Sch. A, Line 8, Col. 2

Schedule H

ALL OTHER PERSONAL PROPERTY, LEASEHOLD IMPROVEMENTS, SIGNS, BILLBOARDS, VIDEO TAPES, LOGS & FOREST PRODUCTS, OTHER IMPROVEMENTS ON LEASED LAND (EXEMPT), FOREST CROP LAND, OR MANAGED FOREST LAND

Report all leasehold improvements and other personal property not reported on a separate schedule. Leasehold improvements are any alterations, additions, or improvements, adding value, made by a tenant to leased or rented premises. Enter the total improvement cost in column 3. This schedule also includes logs and other forest products belonging to persons whose principal activity is not related to the buying, selling or manufacturing use of such property. Merchant's or manufacturing stock are exempt. Report improvements on leased land (exempt) and privately owned structures, billboards, or special taxed land. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at www.revenue.wi.gov/report/p.html#personal.

Column 1 Year Acquired	Column 2 Property Description	Column 3 Cost When Acquired	Column 4 Conversion Factor	Column 5 Declared Value January 1	Column 6 LEAVE BLANK
Total					

Use additional sheets if necessary.

*Enter Col. 4 Total on
Sch. A, Line 9, Col. 2*

Please provide the following lease provisions:

- 1) Term: From (MM/YR) _____ To (MM/YR) _____
- 2) Square foot of leased area _____ S.F.
- 3) Annual Rental \$ _____ Percentage Rental _____ %
- 4) Rent includes (check any that apply): Electric Heat Real Estate Taxes Parking Common Area Maintenance
 Other (describe) _____