

The time is here to file the 2013 Statement of Personal Property with the City Assessor's Office. If you have not received your 2013 Statement of Personal Property, you may download the statement from the Wisconsin Department of Revenue website at [www.revenue.wi.gov](http://www.revenue.wi.gov) or we have statements available in our office for you to pick-up.

Statements are due on or before March 1, 2013. If you fail to file, the assessor must estimate the value of your property using the best information available. This estimate is called a **doomage** assessment. In addition, you shall be denied any right of abatement by the Board of Review, under Section 70.35(4), Wisconsin Statutes. ***There will be no extensions granted.*** As a result, if your statement is received after March 1, 2013, you will lose your computer exemption as per Wisconsin Statute 70.11 (39).

If you have sold or transferred your business (or personal property), please write the new owner(s) name and address on the form and return it to our office. Failure to notify our office of a change in ownership or location will result in an assessment based on the information we currently have on record. **Note:** Per Wisconsin Statute 70.13(6), there is no partial year or pro-ration for a business that has sold or moved after January 1, 2013.

**DUE DATE**  
March 1, 2013

**STATEMENT OF PERSONAL PROPERTY**  
Subject to Assessment January 1, 2013

**2013**

**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, 2013**

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	C O D E	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	
<b>TOTAL ASSESSABLE (TOTAL OF LINES 1, 2, 6, 10 AND 11)</b>				

4. EXEMPT Computer Equipment & Software ... (from Schedule D-1)  
 Please report the total from Schedule D-1 from the 2012 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, 2013.

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](http://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
<b>Total Declared Value</b>					

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, 2012	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2012	Column 4 Net Total Original Installed Cost as of Jan. 1, 2013 <i>(Column 2 +/- Column 3)</i>	Column 5 Conver- sion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2013 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2012				.925		
2011				.802		
2010				.688		
2009				.585		
2008				.517		
2007				.443		
2006				.387		
2005				.339		
2004				.295		
2003				.250		
Prior to '03				.138		
<b>Totals</b>						

*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, 2012	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2012	Column 4 Net Total Original Installed Cost as of Jan. 1, 2013 <i>(Column 2 +/- Column 3)</i>	Column 5 Conver- sion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2013 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2012				.925		
2011				.802		
2010				.688		
2009				.585		
2008				.517		
2007				.443		
2006				.387		
2005				.339		
2004				.295		
2003				.250		
Prior to '03				.138		
<b>Totals</b>						

*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, 2012	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2012	Column 4 Net Total Original Installed Cost as of Jan. 1, 2013 <i>(column 2 +/- column 3)</i>	Column 5 Conversion Factors 4 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2013 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2012				.813		
2011				.518		
2010				.327		
2009				.204		
2008				.131		
2007				.082		
2006				.051		
Prior to '06				.032		
<b>Totals</b>						

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, 2012	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2012	Column 4 Net Total Original Installed Cost as of Jan. 1, 2013 <i>(column 2 +/- column 3)</i>	Column 5 Conversion Factors 6 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2013 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2012				.875		
2011				.669		
2010				.507		
2009				.380		
2008				.296		
2007				.225		
Prior to '07				.125		
<b>Totals</b>						

*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
<b>Total Declared Value</b>				

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

