
City of Sheboygan

Assessment Department
828 Center Ave Ste 302
Sheboygan, WI 53081

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Personal Property 2017

It is the City of Sheboygan Assessors job to collect information on the assets of all business owners within the community to allow us to determine an equitable assessment for all Personal Property in the community under Wisconsin Statue 70.35.

Enclosed please find the Personal Property Statement for 2017. Mail to 828 Center Ave Ste 302, Sheboygan WI 53081 or Email to assessor.pp@sheboyganwi.gov. Or visit www.revenue.wi.gov to complete online. Search PA-003; Select “Town, Village, & City Forms”; Select: “PA=003 Fillable PDF”; Scroll through sheets and enter info in correct schedules. Mail or email to the City of Sheboygan Assessors Office.

Statement of Personal Property Instructions:

1. **Business Closed:** you will need to advise us of this change. Complete the “Type of Change” section on the Personal Property Statement sign, date and send back to our office.
2. **New Owner – New Address:** write in change and effective date. It is important that you advise us if you have received more than one Personal Property Statement for the same business under similar names.

(NOTE: THE OWNER OF THE BUSINESS ON JANUARY 1ST WILL RECEIVE THE TAX BILL IN DECEMBER EVEN IF YOU SELL THE BUSINESS OR DISCONTINUE PRIOR TO DECEMBER.)

3. **Record:** all Personal Property owned by your business at the address printed on front of report. Prior year information may be already entered for you. Make any adjustments as needed.
4. **Complete:** all schedules that pertain to your business. All information shall be given on a form prescribed by the Assessor.
5. **File:** BEFORE the DEADLINE OF MARCH 1, 2017
6. **Failure to File:** the Statement of Personal Property by March 1, 2017 will result in you being “DOOMAGED” (an estimate of your Personal Property value.)

Wis. Statutes 70.35(4) “ Any person...who fails....to...file the return of Personal Property Shall be denied any right to of abatement by the Board of Review...”

Completing Statement of Personal Property Instructions:

COLUMN 1: YEAR ASSETS ACQUIRED

COLUMN 2: TOTAL ORIGINAL INSTALLED COST : ENTER THE ORIGINAL PURCHASE PRICE NEXT TO THE YEAR THE ITEM WAS PURCHASED

COLUMN 3: DISPOSALS: IN THE SAME YEAR & ROW THAT THE ORIGINAL PRICE IS LISTED: Subtract the original cost of the item that was disposed of.

COLUMN 3: ADDITIONS: If you have purchased or added any new items, list the total cost in column 3.

COLUMN 4: NET TOTAL ORIGINAL INSTALLED COST (ADJUSTED TOTAL)

This total is Column 2 plus or minus Column 3
This total will be transferred to next years forms, Column 2

COLUMN 5 : CONVERSION FACTOR (% GOOD/DEPRECIATION)

Multiply the Column 4 value by the conversion factor listed

COLUMN 6: NET VALUE ON JAN 1 (TOTAL AFTER DEPRECIATION)

This total is Column 4 multiplied by Column 5
Add this column, place total at bottom and on front page of Sch A

SIGN, DATE & RETURN FORM BY MARCH 1ST

SAMPLES:

SCHEDULE B

Boats
Water Craft

SCHEDULE C

Antennas
Cement Mixers
Equipment
Fork Lifts
Tools
Vacuums

SCHEDULE D

Desks/Chairs
Filing cabinets
Calculators
Safes
Plates, Glasses, Silverware

SCHEDULE D-1

ATM's
Cash Registers
Checkout Systems
Computers
Disk & Tape Drives
GPS Equipment
Auto Diagnostics
Printers, Monitors
Single Function Fax Machines

SCHEDULE D-2

Copiers
Multi Function Fax
Phone Systems

SCHEDULE E

Buildings on Leased Land

SCHEDULE F

Leased / rented equipment

SCHEDULE G

Cleaning Supplies
Office Supplies
Items used up by business

SCHEDULE H

Billboards
Video Tapes
Signs
Leasehold Improvements

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) _____

Business type: _____

| | |
|------------|--|
| FEIN | Account no. |
| NAICS code | <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City |
| County | Municipality |

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 (please print) | | | Name (please print) | | |
| Address | | | Address | | |
| City | State | Zip | City | State | Zip |
| Phone () - | Fax () - | | Phone () - | Fax () - | |
| Email | | | Email | | |
| Signature | Date - - | | Signature | Date - - | |
| Firm or title | | | Firm or title | | |

Due date
March 1, 2017

Statement of Personal Property

2017

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

Due date
March 1, 2017

Statement of Personal Property

2017

| Schedule D – Furniture, Fixtures and Office Equipment | | | | | | 2017 |
|--|---|---|---|--|--|----------------------------------|
| <p>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.</p> | | | | | | |
| 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 <i>(Col. 2 +/- Col. 3)</i> | Col. 5 Conversion Factor (10-yr) | Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2017 <i>(Col. 4 x Col. 5)</i> | 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 <i>Computer Exemption Guidelines for Assessors and Property Owners</i> (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 <i>(Col. 2 +/- Col. 3)</i> | Col. 5 Conversion Factor (4-yr) | Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2017 <i>(Col. 4 x Col. 5)</i> | 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*

Due date
March 1, 2017

Statement of Personal Property

2017

| 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. | | | | | | |
| <i>Col. 1</i> Acquisition Year | <i>Col. 2</i> Total Original Cost as of Jan. 1, 2016 | <i>Col. 3</i> Additions, Disposals, Transfers at Cost Since Jan. 1, 2016 | <i>Col. 4</i> Net Total Original Cost as of Jan. 1, 2017 <small>(Col. 2 +/- Col. 3)</small> | <i>Col. 5</i> Conversion Factor (6-yr) | <i>Col. 6</i> Indexed Net Value (Full Value) on Jan. 1, 2017 <small>(Col. 4 x Col. 5)</small> | <i>Col. 7</i> 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. | | | | | |
| <i>Col. 1</i> Property Description | <i>Col. 2</i> Acquisition Year | <i>Col. 3</i> Original Cost | <i>Col. 4</i> Opinion of Value January 1 | <i>Col. 5</i> 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 and Composite Useful Lives</i> on various equipment: revenue.wi.gov/report/p.html#personal . Factors for computer equipment are on Schedule D-1. | | | | | | | |
| <i>Col. 1</i> Name and Address of Leasing Company* | <i>Col. 2</i> Equipment Type and Lease No. | <i>Col. 3</i> Gross Annual Rent | <i>Col. 4</i> Installation Year | <i>Col. 5</i> Original Cost | <i>Col. 6</i> Indexed Value Taxable Equipment | <i>Col. 7</i> Indexed Value Computer | <i>Col. 8</i> 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

Due date
March 1, 2017

Statement of Personal Property

2017

| Schedule G – Supplies | | 2017 |
|---|----|------|
| <p>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.</p> <p>Supplies include: Items used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning</p> | | |
| <p>Supplies inventory – January 1, 2017</p> | \$ | |

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 | | | | | |

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

Lease or Asset Information
 For each property you are leasing, provide the following: *(attach additional sheets if necessary)*

| Property 1 | | | |
|---|---|---------------------------------------|--|
| Term | Start _____ <small>(mm-yyyy)</small> | End _____ <small>(mm-yyyy)</small> | Square footage – leased area _____ Sq. Ft. |
| | | | Annual rent \$ _____ |
| Sales/rent If your sales are the basis for your rent, enter the percentage of sales you pay as rent. _____ % Amount paid \$ _____ | | | |
| Rent includes: <i>(check all that apply)</i> <input type="checkbox"/> Electric <input type="checkbox"/> Heat <input type="checkbox"/> Real estate taxes <input type="checkbox"/> Parking <input type="checkbox"/> Common area maintenance <input type="checkbox"/> Other <i>(describe below)</i> | | | |