

The time is here to file the 2014 Statement of Personal Property with the City Assessor's Office. If you have not received your 2014 Statement of Personal Property, you may download the statement from the Wisconsin Department of Revenue website at 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, 2014. 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. As a result, if your statement is received after March 1, 2014, 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, 2014.

DUE DATE
March 1, 2014

STATEMENT OF PERSONAL PROPERTY
Subject to Assessment January 1, 2014

2014

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, CONTACT THE ASSESSOR.

Town

Village

City

County of:

Account Number:

Property Address:

Engaged in Business of:

Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>
Corporation <input type="checkbox"/>	LLC <input type="checkbox"/>

School District:	TID Number:
Assessor:	

LLP

New Owner	Name: <input type="text"/>	Type of Change:	Discontinued <input type="checkbox"/>
	Situs Address: <input type="text"/>		Incorporated <input type="checkbox"/>
	Mailing Address: <input type="text"/>		Sold <input type="checkbox"/>
	City, State, Zip: <input type="text"/>	Date of Change: <input type="text"/>	Moved <input type="checkbox"/>
	Phone No.: <input type="text"/>		

Schedule A
SUMMARY OF PERSONAL PROPERTY AS OF JANUARY 1, 2014

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	Values		CODE	Column 4 LEAVE BLANK
	Column 2 Subtotals	Column 3 Totals		
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 Faxes, 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. Buildings 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 2013 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, 2014

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 <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
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, 2013	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2013	Column 4 Net total Original Installed Cost as of Jan. 1, 2014 (Column 2 +/- Column 3)	Column 5 Conversion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2014 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2013				0.925		
2012				0.794		
2011				0.688		
2010				0.585		
2009				0.497		
2008				0.439		
2007				0.377		
2006				0.333		
2005				0.287		
2004				0.250		
Prior to '04				0.137		
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, 2013	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2013	Column 4 Net total Original Installed Cost as of Jan. 1, 2014 (Column 2 +/- Column 3)	Column 5 Conversion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2014 (Column 4 x column 5)	Column 7 LEAVE BLANK
2013				0.925		
2012				0.794		
2011				0.688		
2010				0.585		
2009				0.497		
2008				0.439		
2007				0.377		
2006				0.333		
2005				0.287		
2004				0.250		
Prior to '04				0.137		
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, 2013	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2013	Column 4 Net total Original Installed Cost as of Jan. 1, 2014 (Column 2 +/- Column 3)	Column 5 Conversion Factor 4 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2014 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2013				0.813		
2012				0.513		
2011				0.327		
2010				0.204		
2009				0.128		
2008				0.080		
2007				0.050		
Prior to '07				0.031		
Totals						

Total leased equipment from Schedule F, Column 7

Combined Totals

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

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.

Schedule D-2

MULTIFUNCTION FAXES, COPIERS, POSTAGE METERS, 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, 2013	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2013	Column 4 Net total Original Installed Cost as of Jan. 1, 2014 (Column 2 +/- Column 3)	Column 5 Conversion Factors 6 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2014 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2013				0.875		
2012				0.663		
2011				0.507		
2010				0.380		
2009				0.285		
2008				0.223		
Prior to '08				0.124		
Totals						

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

Schedule E

BUILDINGS ON LEASED LAND

Report all 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 Jan. 1	Column 5 Leave Blank
Total Declared Value				

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

