



City of Sheboygan

Assessment Department
828 Center Ave Ste 302
Sheboygan, WI 53081

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2016 STATEMENT OF PERSONAL PROPERTY filing **due March 1, 2016**

The time is here to file the Statement of Personal Property with the City Assessor's Office. Every person, firm or corporation receiving from the assessor a return of personal property, must submit the return to the assessor on or before **March 1**, under Wisconsin Statute 70.35. The return is confidential and is not available for public inspection.

The City of Sheboygan has a very limited amount of time to complete the personal property assessment roll once this filing deadline of March 1 is reached. **Extensions will be granted only upon written request.** Submit your request **before** February 5, 2016. **NO EXTENSIONS WILL BE GRANTED BEYOND MARCH 7, 2016.**

If you filed a Statement of Personal Property last year, you will find that some of the information on this year's statements has been pre-filled. Please add your current information and review the form for accuracy. All figures on the form must be totaled and recorded in the proper schedule and in the summary section on page one of the Statement of Personal Property. If you find any errors in any of the pre-filled data, you must correct them. Complete the form using blue or black ink. *Please sign and include your email address on the bottom of page one.*

If you wish to file your 2016 Statement of Personal Property form electronically, the PA-003 Excel worksheet can be found at the WI Department of Revenue website: <http://www.revenue.wi.gov/forms/govtvc/>. This form or any WI Department of Revenue approved forms may then be emailed to us at:

assessor.pp@sheboyganwi.gov

Failure to notify our office of a change in ownership or location will result in an assessment based on the information currently on record.

There is no partial year pro-ration for a business that has sold or moved after January 1, 2016; you will still receive a personal property tax bill for the full year, per Wisconsin Statute 70.13(6).

Note: Statements are due on March 1, 2016. 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), Wisconsin Statutes.

Due Date
Mar 1, 2016

Statement of Personal Property

Subject to Assessment January 1, 2016

2016

Who must file: Every person, firm or corporation as defined in section 70.35 WI Statutes receiving from the assessor a return of personal property, must submit such 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, 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 under state law Section 70.35(4) WI Statutes.

Property owner (or in his/her charge as agent, consignee, or other representative capacity):

- Sole proprietorship
- Partnership
- Corporation
- LLC
- LLP

FEIN: _____
 Account # _____
 Property addr: _____
 Municipality: City of Sheboygan
 County: Sheboygan

Business activity: _____

Status Change	<input type="checkbox"/> Business moved out of municipality (indicate new address on right)	New Owner	Name: _____
	<input type="checkbox"/> Business sold (indicate new owner & address to the right)		Address: _____
	<input type="checkbox"/> Business discontinued		City, ST, Zip: _____
	Date business status changed: _____		Phone: _____

Schedule A - Summary of Personal Property as of January 1, 2016

Schedule A is the summary of all taxable personal property from Schedules B through H. The total of the column titled 'Assessable Property' 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 computers, software, cash registers and single function fax machines) is excluded from the total assessable.

Property Description	Non-assessable Property	Assessable Property
Boats and other watercraft (Schedule B)		\$
Machinery, tools and patterns (Schedule C)		\$
Furniture, fixtures and office equipment (Schedule D)		\$
Exempt computers, software, single function faxes & cash registers (Schedule D-1)	\$	
Multifunction faxes, copiers, postage meters, phone systems, etc (Schedule D-2)		\$
Improvements on leased land (Schedule E)		\$
Supplies (Schedule G)		\$
Other personal property (Schedule H)		\$
Total assessable (may not include all buildings on leased land if assessor has not determined value)		\$

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.

Owner's name (please print)		Preparer's name (if other than owner) (please print)	
Owner's mailing address (if different than above)		Preparer's mailing address	
Owner's signature	Date signed	Preparer's signature	Date signed
Owner's phone number	Owner's fax number	Preparer's phone number	Preparer's fax number
Owner's email address		Preparer's email address	

Return to: City of Sheboygan Assessment Department 828 Center Ave Ste 302 Sheboygan, WI 53081	If you have any questions about this form, please contact: Department Of Assessment (920)459-3388
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Schedule B - Boats and Watercraft

Report all boats and watercraft subject to general property taxation. Review the *Composite Conversion Factors and Composite Useful Lives Table* at www.revenue.wi.gov/report/p.html#personal to determine the correct declared value or leave the declared value blank and we will look up the value for you. If the schedule is prefilled with information from last year, draw a line through any items disposed of prior to January 1, 2016.

Year Asset Acquired	Description of Asset	Cost When Acquired	Useful Life (Years)	Declared Value on Jan 1, 2016

Use additional sheets of necessary

Total declared value (enter here and on Schedule A)

Schedule C - Machinery, Tools and Patterns

Report all machinery and shop equipment. Use the costs shown from your accounting records. Summarize the original asset costs by acquisition year as of January 1, 2015. Enter these costs in column 2. Enter any additions or deletions by acquisition year in column 3.

Year Asset Acquired	column 2 Total Original Installed Cost as of Jan 1, 2015 by Year Acquired	column 3 Additions, Disposals and Transfers During 2015 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2016 by Year Acquired	column 5 Conversion Factor (10 year)	col 4 x col 5 Declared Value on Jan 1, 2016
2015	\$0			0.925	
2014				0.794	
2013				0.681	
2012				0.585	
2011				0.507	
2010				0.435	
2009				0.370	
2008				0.327	
2007				0.282	
2006				0.246	
Prior to '06				0.139	

Total declared value (enter here and on Schedule A)

Schedule D - Furniture, Fixtures and Office Equipment

Report all furniture, fixtures and office equipment such 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 costs shown in columns 2 and 4 should include all costs of installation, freight, add-ons, and sales tax.

Year Asset Acquired	column 2 Total Original Installed Cost as of Jan 1, 2015 by Year Acquired	column 3 Additions, Disposals and Transfers During 2015 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2016 by Year Acquired	column 5 Conversion Factor (10 year)	col 4 x col 5 Declared Value on Jan 1, 2016
2015	\$0			0.925	
2014				0.794	
2013				0.681	
2012				0.585	
2011				0.507	
2010				0.435	
2009				0.370	
2008				0.327	
2007				0.282	
2006				0.246	
Prior to '06				0.139	

Total declared value (enter here and on Schedule A)

**Schedule D1 - Exempt Computer Equipment & Software (Owned),
Cash Registers & Single Function Tax 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. Review the *Computer Exemption Guidelines for Assessors and Property Owners* (www.revenue.wi.gov/pubs/slf/compexgd.pdf).

Year Asset Acquired	<i>column 2</i> Total Original Installed Cost as of Jan 1, 2015 by Year Acquired	<i>column 3</i> Additions, Disposals and Transfers During 2015 (Full Cost When Acquired)	<i>col 2 + col 3 = column 4</i> Total Original Installed Cost as of Jan 1, 2016 by Year Acquired	<i>column 5</i> Conversion Factor (4 year)	<i>col 4 x col 5</i> Declared Value on Jan 1, 2016
2015	\$0			0.813	
2014				0.513	
2013				0.323	
2012				0.204	
2011				0.130	
2010				0.081	
2009				0.051	
Prior to '09				0.032	

Note: Per state law (Sec 70.36(1M) Wisc Stats) any person, firm or corporation that fails to include information on exempt property under Section 70.11(39) and (39m) will owe \$10 for every \$100 or major fraction that is not reported (Sec 70.35 Wisc Stats).

Total declared value (enter here and on Schedule A)

Schedule D2 - 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.

Year Asset Acquired	<i>column 2</i> Total Original Installed Cost as of Jan 1, 2015 by Year Acquired	<i>column 3</i> Additions, Disposals and Transfers During 2015 (Full Cost When Acquired)	<i>col 2 + col 3 = column 4</i> Total Original Installed Cost as of Jan 1, 2016 by Year Acquired	<i>column 5</i> Conversion Factor (6 year)	<i>col 4 x col 5</i> Declared Value on Jan 1, 2016
2015	\$0			0.875	
2014				0.663	
2013				0.502	
2012				0.380	
2011				0.291	
2010				0.220	
Prior to '10				0.125	

Total declared value (enter here and on Schedule A)

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.

Year Asset Acquired	Description of Building	Property Address	Value on Jan 1, 2016 (Determined by Assessor)

Use additional sheets if necessary

Total declared value (enter here and on Schedule A)

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, advertising devices and similar items loaned, leased, stored or otherwise held and not owned by you. Leased equipment will be assessed to the lessor (leasing company). Unlike all other schedules, the total value of all leased equipment is not reported on schedule A.

Name and Address of Leasing Company (Owner)	Lease Number	Type of Equipment	Year Installed	Full Value When Installed	Useful Life (Years)

Schedule G - Supplies

Report your supplies inventory. Report items that are in your possession on January 1, 2016 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.

Total supplies inventory on Jan 1, 2016. Do not itemize. Enter here and on Schedule A.	
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Schedule H - All Other Personal Property, Leasehold Improvements, Signs, Billboards, Logs and Forest Products, Improvements on Exempt, Forest Crop or Managed Forest Land

Report all leasehold improvements and other personal property not reported on other schedules. Report improvements on exempt land and privately owned structures, billboards, cable television towers or special taxed land. 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. Also 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.

Review the *Composite Conversion Factors and Composite Useful Lives Table* at www.revenue.wi.gov/report/p.html#personal to determine the correct declared value or leave the declared value blank and we will look up the value for you. If the schedule is prefilled with information from last year, draw a line through any items disposed of prior to January 1, 2016.

Year Asset Acquired	Description of Asset	Cost When Acquired	Useful Life (Years)	Declared Value on Jan 1, 2016

Use additional sheets if necessary Total declared value (enter here and on Schedule A)

Rents

Please provide the following information for each location where you rent space. Use additional sheets if necessary.

Address of Property that You Rent	Area Rented (SF)	Annual Rent (\$)	Lease Begins	Lease Ends
If your rent is based on your sales, enter the % of sales you pay in rent: _____ % Enter the minimum rent: \$ _____				
Rent includes: <input type="checkbox"/> Electric <input type="checkbox"/> Heat <input type="checkbox"/> Parking <input type="checkbox"/> Real estate taxes <input type="checkbox"/> Common area maintenance <input type="checkbox"/> Other: _____				