



# City of Sheboygan

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## **Personal Property 2020**

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 Statute 70.35.

Enclosed please find the Personal Property Statement for 2020. Mail to 828 Center Avenue, Suite 004, Sheboygan, WI 53081 or Email to [assessor.pp@sheboyganwi.gov](mailto:assessor.pp@sheboyganwi.gov). Or visit [www.sheboyganwi.gov](http://www.sheboyganwi.gov) to complete online. Mail or email to the City of Sheboygan Assessors Office. **REMINDER: 2020 Statement of Personal Property you do not need to report Schedule C Machinery, Tools & Patterns and also Schedule DI Exempt Computers and Software.**

### **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, 2020
6. **Failure to File:** the Statement of Personal Property by March 1, 2020 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 year's 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 Schedule A

## **SIGN, DATE, & RETURN FORM BY MARCH 1**

### **SAMPLES:**

#### **SCHEDULE B**

Boats  
Water Craft

#### **SCHEDULE D**

Desks/Chairs  
Calculators  
Safes  
Plates, Glasses, Silverware

#### **SCHEDULE D2**

Copiers  
Multi-Function Fax Machines  
Phone Systems

#### **SCHEDULE E**

Buildings on Leased Land

#### **SCHEDULE F**

Leased / rented equipment  
Checkout Systems

#### **SCHEDULE G**

Cleaning Supplies  
Office Supplies  
Items Used by the Business

#### **SCHEDULE H**

Billboards  
Video Tapes  
Signs  
Leasehold Improvements