Due date March 1, 2019	Statement of Personal Property Assessment date – January 1, 2019	2019

Filing Instructions – you must file this completed return with your local assessor on or before March 1, 2019. (sec. 70.35, Wis. Stats.) Report personal property not reported to the Wisconsin Department of Revenue's Manufacturing & Utility Bureau.

Confidentiality – under 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	☐ Town ☐ Village ☐ 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 _____
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	
Phone ( ) -	Fax ( ) -	Phone ( ) -	Fax ( ) -
Email		Email	
Signature	Date - -	Signature	Date - -

Schedule A – Personal Property Return (Assessment Summary as of January 1, 2019)

This schedule summarizes all taxable personal property from Schedules B through H. Line 10, Col. 3 is the total value of your taxable personal property within this municipality.

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. Furniture, fixtures and equipment *(from Sch. D)*				
3. Multifunction fax machines, copiers, postage meters ... *(from Sch. D2)*				
4. **Total of lines 2, 3**			3	
5. Building on leased land *(from Sch. E)*			4B	
6. Leased equipment *(property in charge of but not owned) (from Sch. F)*				
7. Supplies *(from Sch. G)*				
8. All other personal property *(from Sch. H)*				
9. **Total of lines 6, 7, 8**			4A	
10. **Total assessable – add lines 1, 4, 5, 9**				

Schedule B – Boats and Watercraft 2019

Report: All boats and watercraft subject to general property taxation. Review the *Composite Conversion Factors* and *Composite Useful Lives Table* on various equipment: http://www.revenue.wi.gov/Pages/Report/p.axpx#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 2019

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, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (10-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018						
2017						
2016						
2015						
2014						
2013						
2012						
2011						
2010						
2009						
All prior years						
Total						

Do Not Report

Schedule D – Furniture, Fixtures and Equipment 2019

Report: All furniture, fixtures and 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.

Col. 1 Acquisition Year	*Col. 2* Total Original Cost as of Jan. 1, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (10-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018				.925		
2017				.794		
2016				.675		
2015				.579		
2014				.497		
2013				.426		
2012				.366		
2011				.321		
2010				.275		
2009				.233		
All prior years				.140		
Total						

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

Schedule D1 – Exempt Computer Equipment & Software (Owned), Cash Registers & Single Function Fax Machines 2019

- **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* (revenue.wi.gov/DOR%20Publications/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, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (4-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018						
2017						
2016						
2015						
2014						
2013						
2012						
All prior years						
Total						
				Total leased equipment from Sch. F, Col. 7		
				Combined totals		

Do Not Report

Schedule D2 – Multifunction Faxes, Copiers, Postage Meters, Telephone Systems, and Computerized Equipment 2019

Report: All multifunction fax machines, copiers, postage meters, telephone systems (PBXs), and equipment with embedded computerized components.

Col. 1 Acquisition Year	*Col. 2* Total Original Cost as of Jan. 1, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (6-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018				.875		
2017				.663		
2016				.497		
2015				.376		
2014				.285		
2013				.216		
All prior years				.122		
Total						

Enter Col. 6 Total on Sch. A, Line 3, Col. 2

Schedule E – Buildings on Leased Land 2019

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.

Col. 1 Property Description	*Col. 2* Acquisition Year	*Col. 3* Original Cost	*Col. 4* Opinion of Value January 1	*Col. 5* For Office Use Only
Total declared value				

Enter Col. 4 Total on Sch. A, Line 5, Col. 3

Schedule F – Leased Equipment (Property in charge of but not owned) 2019

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 *Composite Conversion Factors* and *Composite Useful Lives* on various equipment: http://www.revenue.wi.gov/Pages/Report/p.aspx#personal.

Col. 1 **Name and Address of Leasing Company***	*Col. 2* **Equipment Type and Lease No.**	*Col. 3* **Gross Annual Rent**	*Col. 4* **Installation Year**	*Col. 5* **Original Cost**	*Col. 6* **Indexed Value Taxable Equipment**	*Col. 7* **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 6, Col. 2

Schedule G – Supplies 2019

Report: Your supplies inventory. Report items that are 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. **Supplies include:** Items used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning

Supplies inventory – January 1, 2019 ..... $

Enter amount on Sch. A, Line 7, 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 2019

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: http://www.revenue.wi.gov/Pages/Report/p.aspx#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 8, Col. 2

Lease or Asset Information

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

Property

Term Start _____ *(mm-yyyy)* End _____ *(mm-yyyy)*

Square footage – leased area _____ Sq. Ft.

Annual base rent $ _____

Sales/rent

If your sales are the basis for your rent, enter percentage of sales you pay as rent. _____ % Amount paid $ _____

Rent includes: *(check all that apply)* ☐ Electric ☐ Heat ☐ Real estate taxes ☐ Parking ☐ Common area maintenance ☐ Other *(describe)*

Do Not Ignore!
Please file by March 1st, 2019

WHO MUST FILE?

-**Any person, firm or corporation receiving the Personal Property Statement must complete and return the form to the assessor on or before March 1st to avoid a "Doomage" assessment.**

In Wisconsin, the assessment year begins the close of day on January 1st.

-If prior to January 2nd, your **taxable personal property was removed from the City of Waukesha,** you must indicate the change on the Statement and return the form to the Assessor's Office before March 1.

-If on January 2nd, you were the owner of taxable personal property and that taxable property was later **sold** or the **business moved** after January 1st, the property is still taxable for the current year and you are required to complete this personal property Statement: WI Stat 70.13(6)

WHAT IS PERSONAL PROPERTY?

-**Personal property** is the legal term for all property not considered part of real property and used in the operations of a business. Personal property used in a business or non-exempt activity is subject to taxation in the State of Wisconsin.

-**Personal property exemptions** – Some of the more common items exempt from taxation and not required to be reported on this return include merchant's stock in trade, automobiles, trailers, and aircraft. For a more complete listing, refer to WI statutes Sec. 70.111 and 70.112.

-**Tax Exempt Status**: If you believe that your business or organization is, by statute, tax exempt, contact the Assessor's office immediately for the necessary request forms.

NEW FOR 2018

Beginning January 1st, 2018, this equipment is exempt from taxation and should not be reported:

Schedule C - Machinery, Tools, and Patterns
Schedule D1 - Computer Equipment and Software, Single Function Fax Machines, Cash Registers

WHAT COSTS ARE TO BE REPORTED on the Statement?

-You should include all costs of the acquisition and installation of the taxable asset. This will include sale tax and delivery charges. But do not include finance charges.

FILING LATER THAN MARCH 1ST?

-A two week extension might be granted provided the request is delivered **before** March 1st and a "good cause" reason is given. You may mail, email, or fax in your extension request. Include your contact number or self addressed stamped envelope for our response.
Email to: jknuese@ci.waukesha.wi.us
Or fax to: 262-650-2571

Please file the enclosed Statement on or before March 1st. Due to heavy mail volume around March 1, we would appreciate it if you could file as soon as possible. Please include your **account #** on all correspondence. If you have any questions, **please call 262-524-3514.**

2019
CITY OF WAUKESHA
PERSONAL PROPERTY ITEMIZATION FORM

- **Please complete the "Statement of Personal Property".** You may use this page to list items purchased in past years and newly acquired last year.

- Please include a property description, year acquired, number of items, which conversion schedule you used, and the total original cost or if cost is unknown the fair market value of the property.

- Please provide your Federal Employer Identification Number (EIN), as well as a current telephone number so that we may reach you or your representative with any questions we may have.

- FIRST TIME FILERS:
  If this is the first time you will be filing a personal property return with the City of Waukesha, it may be helpful to list all assets regardless of the year purchased or acquired.

Description of Item	Year Acquired	Number of Items	Placed on Schedule	Original Cost
Example: Office Desk	***2010***	**1**	**D** Furniture	***$300***

BUSINESS NAME_____

OWNER'S NAME_____

BUSINESS ADDRESS_____

FEDERAL EIN # _____ PHONE# _____

PLEASE DO NOT DISREGARD THESE FORMS. FAILURE TO FILE A RETURN BY THE DUE DATE OF MARCH 1st, MAY RESULT IN A DOOMAGE (ESTIMATED) ASSESSMENT BEING PLACED ON YOUR ACCOUNT. GENERALLY, A DOOMAGE ASSESSMENT WILL BE HIGHER THAN IF THE TAXPAYER HAD FULFILLED THEIR RESPONSIBILITY AND FILED.

FOR ANY QUESTIONS PLEASE CONTACT THE ASSESSOR'S OFFICE AT (262) 524-3514.