

DUE DATE
March 1, 2013

STATEMENT OF PERSONAL PROPERTY
Subject to Assessment January 1, 2013

2013

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)



Account Number _____

Property Address _____

Engaged in Business of _____

Sole Proprietorship Partnership Corporation LLC LLP

FEIN # _____

New Name _____

Owner Situs Address _____

Mailing Address _____

City, State, Zip _____

Phone No. () _____

**FOR ASSISTANCE IN COMPLETING THIS FORM,
YOU MAY CONTACT THE ASSESSOR.**

Town
 Village of } _____
 City

County of _____

School District	TID #
Assessor	

Type of Change Discontinued Sold
 Incorporated Moved

Date of Change _____

Schedule A
SUMMARY OF PERSONAL PROPERTY AS OF JANUARY 1, 2013

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	Column 2 Subtotals	Values ↓ Column 3 Totals	C O D E	Column 4 LEAVE BLANK
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 Fax Machines, 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. Building 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 2012 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, 2013.

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 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, 2012	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2012	Column 4 Net Total Original Installed Cost as of Jan. 1, 2013 <i>(Column 2 +/- Column 3)</i>	Column 5 Conversion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2013 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2012				.925		
2011				.802		
2010				.688		
2009				.585		
2008				.517		
2007				.443		
2006				.387		
2005				.339		
2004				.295		
2003				.250		
Prior to '03				.138		
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, 2012	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2012	Column 4 Net Total Original Installed Cost as of Jan. 1, 2013 <i>(Column 2 +/- Column 3)</i>	Column 5 Conversion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2013 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2012				.925		
2011				.802		
2010				.688		
2009				.585		
2008				.517		
2007				.443		
2006				.387		
2005				.339		
2004				.295		
2003				.250		
Prior to '03				.138		
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, 2012	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2012	Column 4 Net Total Original Installed Cost as of Jan. 1, 2013 <i>(column 2 +/- column 3)</i>	Column 5 Conversion Factors 4 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2013 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2012				.813		
2011				.518		
2010				.327		
2009				.204		
2008				.131		
2007				.082		
2006				.051		
Prior to '06				.032		
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, AND 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, 2012	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2012	Column 4 Net Total Original Installed Cost as of Jan. 1, 2013 <i>(column 2 +/- column 3)</i>	Column 5 Conversion Factors 6 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2013 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2012				.875		
2011				.669		
2010				.507		
2009				.380		
2008				.296		
2007				.225		
Prior to '07				.125		
Totals						

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

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. 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 January 1	Column 5 LEAVE BLANK
Total Declared Value				

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

