Due date March 1, 2022	**Statement of Personal Property** Assessment date – January 1, 2022	**2022**

Filing Instructions – you must file this completed return with your local assessor on or before March 1, 2022. (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 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, 2022)

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**		0		

Schedule B – Boats and Watercraft 2022

Report: All boats and watercraft subject to general property taxation. Review the *Composite Conversion Factors* and *Composite Useful Lives Table* on various equipment https://www.revenue.wi.gov/Pages/Report/Home.aspx.

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 D – Furniture, Fixtures and Equipment 2022

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, 2021**	*Col. 3* **Additions, Disposals, Transfers at Cost Since Jan. 1, 2021**	*Col. 4* **Net Total Original Cost as of Jan. 1, 2022** *(Col. 2 +/- Col. 3)*	*Col. 5* **Conversion Factor (10-yr)**	*Col. 6* **Indexed Net Value (Full Value) on Jan. 1, 2022** *(Col. 4 x Col. 5)*	*Col. 7* **For Office Use Only**
2021				**.925**		
2020				**.794**		
2019				**.688**		
2018				**.602**		
2017				**.517**		
2016				**.443**		
2015				**.377**		
2014				**.327**		
2013				**.280**		
2012				**.240**		
All prior years				**.144**		
Total						

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

Schedule D2 – Multifunction Faxes, Copiers, Postage Meters, Phone Systems, Computerized Equipment 2022

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

Col. 1 **Acquisition Year**	*Col. 2* **Total Original Cost as of Jan. 1, 2021**	*Col. 3* **Additions, Disposals, Transfers at Cost Since Jan. 1, 2021**	*Col. 4* **Net Total Original Cost as of Jan. 1, 2022** *(Col. 2 +/- Col. 3)*	*Col. 5* **Conversion Factor (6-yr)**	*Col. 6* **Indexed Net Value (Full Value) on Jan. 1, 2022** *(Col. 4 x Col. 5)*	*Col. 7* **For Office Use Only**
2021				**.875**		
2020				**.663**		
2019				**.507**		
2018				**.391**		
2017				**.296**		
2016				**.225**		
All prior years				**.124**		
Total						

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

Schedule E – Buildings on Leased Land 2022

Report: Buildings, structures and other improvements you own, but are located on land you do not own. They are valued in the same manner as improvements located on land 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) 2022

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 https://www.revenue.wi.gov/Pages/Report/Home.aspx.

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**
				Total		

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

* Leasing Companies: To avoid duplication of assessment, provide the same information requested on this schedule including name and location of lessees.

Schedule G – Supplies 2022

Report: Your supplies inventory. Report items in your possession on January 1 and are expensed, 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, 2022 ..... $ _____

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 Forest Land 2022

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 https://www.revenue.wi.gov/Pages/Report/Home.aspx.

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)*