

**Due date**  
March 1, 2020

**Statement of Personal Property**  
Assessment date – January 1, 2020

**2020**

**Filing Instructions** – you must file this completed return with your local assessor on or before March 1, 2020. (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: <small>(if different from above)</small>	FEIN	Account no.
Business type:	NAICS code	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City
Owner is: (check box that applies)	County	Municipality
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
<input type="checkbox"/> LLC	<input type="checkbox"/> 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, 2020)**

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)				
<b>4. Total of lines 2, 3</b>			<b>3</b>	
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)				
<b>9. Total of lines 6, 7, 8</b>			<b>4A</b>	
<b>10. Total assessable – add lines 1, 4, 5, 9</b>				

**Schedule B – Boats and Watercraft**

**2020**

**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.aspx#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
<b>Total declared value</b>					

(Note: Attach additional sheets if needed)

Enter Col. 5 Total on Sch. A, Line 1, Col. 3

**Schedule D – Furniture, Fixtures and Equipment**

**2020**

**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, 2019	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2019	Col. 4 Net Total Original Cost as of Jan. 1, 2020 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2020 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2019				.925		
2018				.810		
2017				.695		
2016				.591		
2015				.507		
2014				.435		
2013				.373		
2012				.324		
2011				.280		
2010				.240		
All prior years				.142		
<b>Total</b>						

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

**Schedule D2 – Multifunction Faxes, Copiers, Postage Meters, Phone Systems, Computerized Equipment 2020**

**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, 2019	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2019	Col. 4 Net Total Original Cost as of Jan. 1, 2020 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (6-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2020 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2019				.875		
2018				.676		
2017				.512		
2016				.384		
2015				.291		
2014				.220		
All prior years				.124		
<b>Total</b>						

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

**Schedule E – Buildings on Leased Land**

**2020**

**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
<b>Total declared value</b>				

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



CITY OF WAUKESHA / PERSONAL PROPERTY ITEMIZATION FORM

- ❖ **“Statement of Personal Property”**. Per WI Stat 70.35: Any person, firm or corporation receiving this personal property statement must submit the completed return to the assessor on or before March 1.
- ❖ 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, indicate 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. Contact us if you need assistance.
- ❖ FOR ANY QUESTIONS PLEASE CONTACT THE ASSESSOR'S OFFICE AT (262) 524-3514.
- ❖ YOU MAY RETURN THE COMPLETED STATEMENT TO: [Acседo@waukesha-wi.gov](mailto:Acседo@waukesha-wi.gov)

Description of Item	Year Acquired	Number of Items	Placed on Schedule	Original Cost
Example Only: COPIER	2018	1	D-2	\$3000

BUSINESS NAME \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

FEDERAL EIN # \_\_\_\_\_ PHONE# \_\_\_\_\_

**PLEASE DO NOT DISREGARD THESE FORMS.** FAILURE TO FILE THE STATEMENT BY THE DUE DATE OF MARCH 1st, MIGHT 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 BY COMPLETEING AND RETURNING THE STATEMENT BY MARCH 1ST.

**HIGH DOOMAGE ASSESSMENTS WILL EQUATE TO YOU PAYING MORE TAXES.**

**Do Not Ignore!**  
**Please file by March 1<sup>st</sup>, 2020**

**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 1<sup>st</sup> to avoid a "Doomage" assessment.

In Wisconsin, the assessment year begins the close of day on January 1<sup>st</sup>.

-If prior to January 2<sup>nd</sup>, 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 2<sup>nd</sup>, 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 1<sup>st</sup>, 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 1<sup>ST</sup>?**

-A two-week extension might be granted provided the request is delivered **before** March 1<sup>st</sup> 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: [acsedo@waukesha-wi.gov](mailto:acsedo@waukesha-wi.gov).

Or fax to: 262-650-2571

**Please file the enclosed Statement on or before March 1<sup>st</sup>.** 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.**