

**Due Date**  
**Mar 1, 2019**

# Statement of Personal Property

Subject to Assessment January 1, 2019

# 2019

**Filing Instructions:** You must file this completed return with your local assessor on or before March 1, 2019. See WI Statute 70.35. Report personal property not reported to the WI Dept of Revenue's Manufacturing & Utility Bureau.

**Confidentiality** - Personal property returns filed with the local assessor are confidential records of the assessor's office. See WI Statute 70.35(3).

**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). See WI Statute 70.35(4).

**Property owner** (or in his/her charge as agent, consignee, or other representative capacity):

- Sole proprietorship
- Partnership
- Corporation
- LLC
- LLP

FEIN: \_\_\_\_\_

Account # \_\_\_\_\_

Property addr: \_\_\_\_\_

Municipality: City of Berlin

County: \_\_\_\_\_

**Business activity:** \_\_\_\_\_

<b>Status Change</b>	<input type="checkbox"/> Business moved out of municipality (indicate new address on right)	<b>New Owner</b>	Name: _____
	<input type="checkbox"/> Business sold (indicate new owner & address to the right)		Address: _____
	<input type="checkbox"/> Business discontinued		City, ST, Zip: _____
	Date business status changed: _____		Phone: _____
			Email: _____

### Schedule A - Summary of Personal Property as of January 1, 2018

Schedule A is the summary of all taxable personal property from Schedules B through H. The total of the column titled 'Assessable Property' 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.

Property Description	Assessable Property
Boats and other watercraft (Schedule B)	\$
Furniture, fixtures and equipment (Schedule D)	\$
Multifunction faxes, copiers, postage meters, phone systems, etc (Schedule D-2)	\$
Improvements on leased land (Schedule E)	\$
Supplies (Schedule G)	\$
Other personal property (Schedule H)	\$
<b>Total assessable (may not include all buildings on leased land if assessor has not determined value)</b>	<b>\$</b>

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.

Owner's name (please print)		Preparer's name (if other than owner) (please print)	
Owner's mailing address (if different than above)		Preparer's mailing address	
Owner's signature	Date signed	Preparer's signature	Date signed
Owner's phone number	Owner's fax number	Preparer's phone number	Preparer's fax number
Owner's email address		Preparer's email address	

<b>Return to:</b> ann@actionappraisersinc.com - or - Action Appraisers & Consultants, Inc PO Box 557 Kaukauna, WI 54130	<b>If you have any questions about this form, please contact:</b> Ann Klein (920)462-5082 ann@actionappraisersinc.com
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### Schedule B - Boats and Watercraft

Report all boats and watercraft subject to general property taxation. Review the *Composite Conversion Factors and Composite Useful Lives Table* at [www.revenue.wi.gov/pages/report/p.aspx#personal](http://www.revenue.wi.gov/pages/report/p.aspx#personal) to determine the correct declared value or leave the declared value blank and we will look up the value for you. If the schedule is prefilled with information from last year, draw a line through any items disposed of prior to January 1, 2019.

Year Asset Acquired	Description of Asset	Cost When Acquired	Useful Life (Years)	Conversion Factor	Declared Value on Jan 1, 2019
Use additional sheets of necessary					<b>Total declared value (enter here and on Schedule A)</b>

### Schedule C - Machinery, Tools and Patterns

Report all machinery and shop equipment. Use the costs shown from your accounting records. Summarize the original asset costs by acquisition year as of January 1, 2018. Enter these costs in column 2. Enter any additions or deletions by acquisition year in column 3.

Year Asset Acquired	<i>column 2</i> Total Original Installed Cost as of Jan 1, 2018 by Year Acquired	<i>column 3</i> Additions, Disposals and Transfers During 2018 (Full Cost When Acquired)	<i>col 2 + col 3 = column 4</i> Total Original Installed Cost as of Jan 1, 2019 by Year Acquired	<i>column 5</i> Conversion Factor (10 year)	<i>col 4 x col 5</i> Declared Value on Jan 1, 2019
<b>These assets are no longer reported.</b>					
<b>Total cost</b>					

### Schedule D - Furniture, Fixtures and Equipment

Report all furniture, fixtures and equipment such 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 costs shown in columns 2 and 4 should include all costs of installation, freight, add-ons, and sales tax.

Year Asset Acquired	<i>column 2</i> Total Original Installed Cost as of Jan 1, 2018 by Year Acquired	<i>column 3</i> Additions, Disposals and Transfers During 2018 (Full Cost When Acquired)	<i>col 2 + col 3 = column 4</i> Total Original Installed Cost as of Jan 1, 2019 by Year Acquired	<i>column 5</i> Conversion Factor (10 year)	<i>col 4 x col 5</i> Declared Value on Jan 1, 2019
2018	\$0			0.925	
2017				0.794	
2016				0.675	
2015				0.579	
2014				0.497	
2013				0.426	
2012				0.366	
2011				0.321	
2010				0.275	
2009				0.233	
Prior to '09				0.140	
<b>Total cost</b>					<b>Total declared value (enter here and on Schedule A)</b>

**Schedule D1 - Exempt Computer Equipment & 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. Review the *Computer Exemption Guidelines for Assessors and Property Owners* ([www.revenue.wi.gov/pubs/slf/compexgd.pdf](http://www.revenue.wi.gov/pubs/slf/compexgd.pdf)).

<b>Year Asset Acquired</b>	<i>column 2</i> <b>Total Original Installed Cost as of Jan 1, 2018 by Year Acquired</b>	<i>column 3</i> <b>Additions, Disposals and Transfers During 2018 (Full Cost When Acquired)</b>	<i>col 2 + col 3 = column 4</i> <b>Total Original Installed Cost as of Jan 1, 2019 by Year Acquired</b>	<i>column 5</i> <b>Conversion Factor (4 year)</b>	<i>col 4 x col 5</i> <b>Declared Value on Jan 1, 2019</b>
<b>These assets are no longer reported.</b>					
<b>Total cost</b>					

Note: Per state law (Sec 70.36(1M) Wisc Stats) any person, firm or corporation that fails to include information on exempt property under Section 70.11(39) and (39m) will owe \$10 for every \$100 or major fraction that is not reported (Sec 70.35 Wisc Stats).

**Schedule D2 - Multifunction Faxes, Copiers, Postage Meters, Telephone Systems and Computerized Equipment**

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

<b>Year Asset Acquired</b>	<i>column 2</i> <b>Total Original Installed Cost as of Jan 1, 2018 by Year Acquired</b>	<i>column 3</i> <b>Additions, Disposals and Transfers During 2018 (Full Cost When Acquired)</b>	<i>col 2 + col 3 = column 4</i> <b>Total Original Installed Cost as of Jan 1, 2019 by Year Acquired</b>	<i>column 5</i> <b>Conversion Factor (6 year)</b>	<i>col 4 x col 5</i> <b>Declared Value on Jan 1, 2019</b>
2018	\$0			0.875	
2017				0.663	
2016				0.497	
2015				0.376	
2014				0.285	
2013				0.216	
Prior to '13				0.122	
<b>Total cost</b>					<b>Total declared value (enter here and on Schedule A)</b>

**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.

<b>Year Asset Acquired</b>	<b>Description of Building</b>	<b>Property Address</b>	<b>Value on Jan 1, 2019 (Determined by Assessor)</b>

Use additional sheets if necessary

**Total declared value (enter here and on Schedule A)**

