

**DUE DATE**  
**March 1, 2010**

**STATEMENT OF PERSONAL PROPERTY**  
 Subject to Assessment January 1, 2010

**2010**

**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)

↓

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

Town  
 Village of } \_\_\_\_\_  
 City } \_\_\_\_\_  
 County of \_\_\_\_\_

Account Number \_\_\_\_\_

Property Address \_\_\_\_\_

Engaged in Business of \_\_\_\_\_

Sole Proprietorship  Partnership  Corporation  LLC  LLP

School District	TID #
Assessor	

**New Owner** Name \_\_\_\_\_  
 Situs Address \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone No. ( ) \_\_\_\_\_

Type of Change  Discontinued  Sold  
 Incorporated  Moved  
 Date of Change \_\_\_\_\_

Schedule A  
**SUMMARY OF PERSONAL PROPERTY AS OF JANUARY 1, 2010**

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	CODE	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	
<b>TOTAL ASSESSABLE (TOTAL OF LINES 1, 2, 6, 10 AND 11)</b>				

4. EXEMPT Computer Equipment & Software ... (from Schedule D-1)

Please report the total from Schedule D-1 from the **2009** 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, 2010.

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](http://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
<b>Total Declared Value</b>					

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, 2009	Column 3 Additions, Disposals, and Trans- fers at Cost Since Jan. 1, 2009	Column 4 Net Total Original Installed Cost as of Jan. 1, 2010 <i>(Column 2 +/- Column 3)</i>	Column 5 Conver- sion Fac- tor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2010 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2009				.925		
2008				.810		
2007				.701		
2006				.608		
2005				.531		
2004				.459		
2003				.394		
2002				.336		
2001				.285		
2000				.242		
Prior to '00				.136		
<b>Totals</b>						

*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, 2009	Column 3 Additions, Disposals, and Trans- fers at Cost Since Jan. 1, 2009	Column 4 Net Total Original Installed Cost as of Jan. 1, 2010 <i>(Column 2 +/- Column 3)</i>	Column 5 Conver- sion Fac- tor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2010 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2009				.925		
2008				.810		
2007				.701		
2006				.608		
2005				.531		
2004				.459		
2003				.394		
2002				.336		
2001				.285		
2000				.242		
Prior to '00				.136		
<b>Totals</b>						

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



