

**Due Date**  
**Mar 1, 2017**

**Statement of Personal Property**  
 Subject to Assessment January 1, 2017

**2017**

**Who must file:** Every person, firm or corporation as defined in section 70.35 WI Statutes receiving from the assessor a return of personal property, must submit such return to the assessor on or before March 1. Once filed, this return becomes a confidential record of the assessor's office.

**Failure to file:** If you fail to 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 under state law Section 70.35(4) WI Statutes.

**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 Green Bay  
 County: Brown

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

<b>Status Change</b>	<input type="checkbox"/> Business moved out of municipality (indicate new address on right) <input type="checkbox"/> Business sold (indicate new owner & address to the right) <input type="checkbox"/> Business discontinued Date business status changed: _____	<b>New Owner</b>	Name: _____ Address: _____ City, ST, Zip: _____ Phone: _____ Email: _____
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**Schedule A - Summary of Personal Property as of January 1, 2017**

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. Note that Schedule D-1 (exempt computers, software, cash registers and single function fax machines) is excluded from the total assessable.

Property Description	Non-assessable Property	Assessable Property
Boats and other watercraft (Schedule B)		\$
Machinery, tools and patterns (Schedule C)		\$
Furniture, fixtures and office equipment (Schedule D)		\$
Exempt computers, software, single function faxes & cash registers (Schedule D-1)	\$	
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> City of Green Bay Assessor 100 N Jefferson St Room 102 Green Bay, WI 54301	<b>If you have any questions about this form, please contact:</b> Kristi Norton (920)448-3066 <a href="mailto:kristino@greenbaywi.gov">kristino@greenbaywi.gov</a>
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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/report/p.html#personal](http://www.revenue.wi.gov/report/p.html#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, 2017.

Year Asset Acquired	Description of Asset	Cost When Acquired	Useful Life (Years)	Conversion Factor	Declared Value on Jan 1, 2017
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, 2016. 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, 2016 by Year Acquired	<i>column 3</i> Additions, Disposals and Transfers During 2016 (Full Cost When Acquired)	<i>col 2 + col 3 = column 4</i> Total Original Installed Cost as of Jan 1, 2017 by Year Acquired	<i>column 5</i> Conversion Factor (10 year)	<i>col 4 x col 5</i> Declared Value on Jan 1, 2017
2016	\$0			0.925	
2015				0.786	
2014				0.675	
2013				0.579	
2012				0.497	
2011				0.435	
2010				0.373	
2009				0.318	
2008				0.280	
2007				0.242	
Prior to '07				0.139	
<b>Total cost</b>					<b>Total declared value (enter here and on Schedule A)</b>

### Schedule D - Furniture, Fixtures and Office Equipment

Report all furniture, fixtures and office 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, 2016 by Year Acquired	<i>column 3</i> Additions, Disposals and Transfers During 2016 (Full Cost When Acquired)	<i>col 2 + col 3 = column 4</i> Total Original Installed Cost as of Jan 1, 2017 by Year Acquired	<i>column 5</i> Conversion Factor (10 year)	<i>col 4 x col 5</i> Declared Value on Jan 1, 2017
2016	\$0			0.925	
2015				0.786	
2014				0.675	
2013				0.579	
2012				0.497	
2011				0.435	
2010				0.373	
2009				0.318	
2008				0.280	
2007				0.242	
Prior to '07				0.139	
<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, 2016 by Year Acquired</b>	<i>column 3</i> <b>Additions, Disposals and Transfers During 2016 (Full Cost When Acquired)</b>	<i>col 2 + col 3 = column 4</i> <b>Total Original Installed Cost as of Jan 1, 2017 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, 2017</b>
2016	\$0			0.813	
2015				0.508	
2014				0.320	
2013				0.202	
2012				0.128	
2011				0.080	
2010				0.050	
Prior to '10				0.031	
<b>Total cost</b>					<b>Total declared value (enter here and on Schedule A)</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, 2016 by Year Acquired</b>	<i>column 3</i> <b>Additions, Disposals and Transfers During 2016 (Full Cost When Acquired)</b>	<i>col 2 + col 3 = column 4</i> <b>Total Original Installed Cost as of Jan 1, 2017 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, 2017</b>
2016	\$0			0.875	
2015				0.656	
2014				0.497	
2013				0.376	
2012				0.285	
2011				0.220	
Prior to '11				0.124	
<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, 2017 (Determined by Assessor)</b>

Use additional sheets if necessary

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

**Schedule F - Leased Equipment (Property in Charge of But Not Owned)**

Report all leased equipment such as business furniture, fixtures, equipment, machines, postage meters, tools, advertising devices and similar items loaned, leased, stored or otherwise held and not owned by you. Leased equipment is typically assessed to the lessor (leasing company) but you may have the equipment assessed to you (if your leasing contract requires it). To assess a piece of equipment to you, check the box in the last column and include the value on the correct schedule (as if it were not leased). Unlike all other schedules, the total value of all leased equipment is not reported on schedule A.

Name and Address of Leasing Company (Owner)	Lease Number	Type of Equipment	Year Installed	Full Value When Installed	Useful Life (Years)	Assess To Me
-----						<input type="checkbox"/> Yes*
-----						<input type="checkbox"/> Yes*
-----						<input type="checkbox"/> Yes*
-----						<input type="checkbox"/> Yes*
-----						<input type="checkbox"/> Yes*
-----						<input type="checkbox"/> Yes*

\* To assess a piece of equipment to you, check this box and report the value of the equipment on the correct schedule (as if it were not leased).

**Schedule G - Supplies**

Report your supplies inventory. Report items that are in your possession on January 1, 2017 and are expensed and 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.

Total supplies inventory on Jan 1, 2017. Do not itemize. Enter here and on Schedule A.	
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**Schedule H - All Other Personal Property, Leasehold Improvements, Signs, Billboards, Logs and Forest Products, Improvements on Exempt, Forest Crop or Managed Forest Land**

Report all leasehold improvements and other personal property not reported on other schedules. Report improvements on exempt land and privately owned structures, billboards, cable televisions towers or special taxed land. Leasehold improvements are any alterations, additions, or improvements, adding value, made by a tenant to leased or rented premises. Enter the total improvement cost in column 3. Also 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.

Review the *Composite Conversion Factors and Composite Useful Lives Table* at [www.revenue.wi.gov/report/p.html#personal](http://www.revenue.wi.gov/report/p.html#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, 2017.

Year Asset Acquired	Description of Asset	Cost When Acquired	Useful Life (Years)	Conversion Factor	Declared Value on Jan 1, 2017

Use additional sheets if necessary

<b>Total declared value (enter here and on Schedule A)</b>	
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