



Due Date
Mar 1, 2020

Statement of Personal Property

Subject to Assessment January 1, 2020

2020

Filing Instructions: You must file this completed return with your local assessor on or before March 1, 2020. 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):

Best Business LLC
123 Main St
Neenah WI 54956

- Sole proprietorship
- Partnership
- Corporation
- LLC
- LLP

FEIN: 39-0000001

Account # 10-0000-00-00-00

Property addr: 123 Main St

Municipality: City of Neenah

County: Winnebago

Business activity: consulting

Status Change	<input type="checkbox"/> Business moved out of municipality (indicate new address on right)	New Owner	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)	\$ <u>1,839</u>
Multifunction faxes, copiers, postage meters, phone systems, etc (Schedule D-2)	\$ <u>62</u>
Improvements on leased land (Schedule E)	\$ _____
Supplies (Schedule G)	\$ <u>125</u>
Other personal property (Schedule H)	\$ <u>324</u>
Total assessable (may not include all buildings on leased land if assessor has not determined value)	\$ <u>2,350</u>

These values come from the schedules on pages 2 and 3.

This is your personal property ASSESSMENT. It is not your tax amount.

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) <u>Jane Doe</u>		Preparer's name (if other than owner) (please print)	
Owner's mailing address (if different than above) <u>PO Box 12345</u> <u>Neenah WI 54957</u>		Preparer's mailing address	
Owner's signature <u>J.Doe</u>	Date signed <u>1-15-2020</u>	Preparer's signature	Date signed
Owner's phone number <u>920-851-0000</u>	Owner's fax number <u>NA</u>	Preparer's phone number	Preparer's fax number
Owner's email address <u>jane@bbllc.com</u>		Preparer's email address	

Return to: assessor@ci.neenah.wi.us - or - City of Neenah 211 Walnut St Neenah, WI 54956	If you have any questions about this form, please contact: City of Neenah (920)886-6115 assessor@ci.neenah.wi.us
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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 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, 2020.

Year Asset Acquired	Description of Asset	Cost When Acquired	Useful Life (Years)	Conversion Factor	Declared Value on Jan 1, 2020
<i>This schedule is rarely used in City of Neenah</i>					
Total declared value (enter here and on Schedule A)					

Use additional sheets of necessary

Schedule D¹ - 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	column 2 Total Original Installed Cost as of Jan 1, 2019 by Year Acquired	column 3 Additions, Disposals and Transfers During 2019 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2020 by Year Acquired	column 5 Conversion Factor (10 year)	col 4 x col 5 Declared Value on Jan 1, 2020
2019	\$0	+ 1,200	1,200	0.925	1,110
2018	100			0.810	81
2017				0.695	
2016				0.591	
2015				0.507	
2014				0.435	
2013	1,500	- 500	1,000	0.373	373
2012	850			0.324	275
2011				0.280	
2010				0.240	
Prior to '10				0.142	
Total declared value (enter here and on Schedule A)					1,839

Column 2 values may be prefilled with information from prior years.

Schedule D2¹ - 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.

Year Asset Acquired	column 2 Total Original Installed Cost as of Jan 1, 2019 by Year Acquired	column 3 Additions, Disposals and Transfers During 2019 (Full Cost When Acquired)	col 2 + col 3 = column 4 Total Original Installed Cost as of Jan 1, 2020 by Year Acquired	column 5 Conversion Factor (6 year)	col 4 x col 5 Declared Value on Jan 1, 2020
2019	\$0			0.875	
2018				0.676	
2017				0.512	
2016				0.384	
2015				0.291	
2014				0.220	
Prior to '14	500			0.124	62
Total declared value (enter here and on Schedule A)					62

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.

Year Asset Acquired	Description of Building	Property Address	Value on Jan 1, 2020 (Determined by Assessor)
<i>This schedule is rarely used in City of Neenah</i>			
Total declared value (enter here and on Schedule A)			

Use additional sheets if necessary

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 will be assessed to the lessor (leasing company). 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)
MBM Machines 400 Commerce Ave Fond du Lac WI	12345-A	postage meter	2012	600	12

If your equipment lease states that you are responsible for the personal property tax, list the equipment on Schedule D, D2 or H as appropriate.

Schedule G - Supplies

Report your supplies inventory. Report items that are in your possession on January 1, 2020 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, 2020. Do not itemize. Enter here and on Schedule A.	125
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I keep copy paper and cleaning supplies on site; Value \$125.

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 television 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/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, 2020.

Year Asset Acquired	Description of Asset	Cost When Acquired	Useful Life (Years)	Conversion Factor	Declared Value on Jan 1, 2020
2012	sign	1,000	10	.324	324

Use additional sheets if necessary

Total declared value (enter here and on Schedule A) 324

Rents

Please provide the following information for each location where you rent space. Use additional sheets if necessary.

Address of Property that You Rent	Area Rented (SF)	Annual Base Rent (\$)	Lease Begins	Lease Ends
123 Main St	800 SF	5,000	1/1/2019	1/1/2021

If your rent is based on your sales, enter the % of sales you pay in rent: _____ % Enter the minimum rent: \$ _____

Rent includes: Electric Heat Parking Real estate taxes
 Common area maintenance Other: _____