

STATEMENT OF PERSONAL PROPERTY EQUIPMENT EACH TAX YEAR

Dear Personal Property Equipment, Oil & Gas Field Equipment and Drilling Rig Equipment Owners,

The following forms for reporting equipment for tax assessment purposes are available on this website:

- 1) Form ATD-25 for reporting merchants, manufacturing, construction, farm and professional equipment (Commercial, Agricultural or Industrial)
- 2) Form ATD-39 for reporting Drilling Rig Equipment
- 3) Form ATD-40 for reporting Oil & Gas Field Equipment

These are the only forms that will be accepted. A listing of information on any equipment owned as of December 31st, each year is required for the next tax year. Please note the following:

- If you are a new business, we require that you send us a current listing.
- If you wish your property to be assessed under another company name, partnership or person other than as addressed in this letter, please indicate.
- If you no longer have any personal property of any kind in Converse County, please indicate that on the form, sign and return to our office.
- Insure that property categorized as Mobile Machinery by Wyoming Statutes 31-2-601 thru 31-2-606 includes VIN or Serial Numbers. After reporting Mobile Machinery to the Assessor's office, you must then contact the Converse County Treasurer's Office to obtain registration stickers.
- Per Wyoming Statutes 39-11-105 (a) (xlii)-If a person owns \$2,400 or less in fair market value of business property in one (1) county, business property shall be exempt as de minimis business property. As used in this paragraph, "business property:" means taxable personal property excluding any property that is exempt under W.S. 39-11-105 (a)(xi) as personal property held for personal or family use.
- All forms must be returned to our office no later than **March 1st, ANNUALLY.**

A depreciation percentage will be used on furniture, fixtures, machinery and equipment. Therefore, you must show "Installed Cost in Place", NOT a depreciated value- as well as the date acquired. Please included leasehold improvements and exclude licensed vehicles.

If our office does not receive this form back in the allotted time, we will assume that you are still in business and tax you accordingly.