



Albany County Assessor

Chelsie R. Mathews

Instructions for completing the Personal Property Declaration Schedule ATD25

Per State Statute, the ATD25 is required of every business-retail, wholesale, commercial, industrial, and ranch owner, as well as all Wyoming sales tax license holders.

PERSONAL PROPERTY is any FURNITURE, FIXTURES, EQUIPMENT, TOOLS or MACHINERY used to conduct your business. This DOES NOT include licensed/plated vehicles or trailers, and inventory exclusively for resale. All office equipment, off road and mobile machinery is included. Office equipment includes packaged COMPUTER SOFTWARE programs purchased outright, not paid for annually or monthly.

COMPLETE AND RETURN THE DECLARATION BY MARCH 1 EACH YEAR

****BUSINESS OWNERS ARE RESPONSIBLE FOR COMPLIANCE AND REPORTING***

****DECLARATIONS ARE SENT EACH YEAR TO EXISTING BUSINESS LISTINGS***

****ANNUAL REPORTS ARE REQUIRED, EVEN IF THERE ARE NO CHANGES***

NOTE: We can no longer accept large, bulk equipment listings. Please list all items individually. Small bulk listings of tools (less than \$1000 total) or similar items are acceptable.

Page 1: Business Name, Mailing and Property Addresses – check all for accuracy, update if needed.

Current equipment listings – begins on page 1. Check all for accuracy, delete/add as noted below.

COMMERCIAL ESTIMATES – a BIA (best information available) value has been assigned to your business. **THIS IS AN ESTIMATE ONLY, NOT A PERMANENT VALUATION. To remove the BIA-list all your business items on the additions page and please contact us if you have questions.**

DELETE – Any items you no longer own. Current equipment list is preprinted, simply draw a line to cross out.

Additions page - ADD – New items acquired or not yet listed. You may submit a printed list or spreadsheet if it includes information as listed on the form. We must have, at minimum, **ITEM DESCRIPTION, YEAR ACQUIRED AND ACQUIRED COST** to assess your equipment.

Signature Page - LEASED/RENTED/BORROWED EQUIPMENT – is reported here. Typical items are credit card machines, large office printers, and drink machines. We use your listing to cross reference owner accounts. Check your lease agreement for details regarding tax responsibility.

DON'T FORGET TO PRINT YOUR NAME, SIGN, DATE

and provide contact information. Authorized representatives for businesses should print/sign their name, and include their title.

Please contact our office if you have questions. Detailed information and blank forms are online at <http://wyo-prop-div.wyo.gov/commercial-industrial>.

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