

STATE OF WYOMING

General Instructions for Filing Personal Property Renditions

(Personal property is any equipment, furniture, computers, tools, machinery, etc. used for business purposes. Licensed vehicles should not be reported.)

1. **WHO MUST FILE:** Owners of, or acting agents of, any tangible Personal Property within the State of Wyoming, as required by W.S. 39-11-103 (a) (i), 39-13-103 (b) (ii) and 39-13-103 (b) (ix).
2. **WHEN TO FILE:** Assessment date in JANUARY 1. Schedules shall be returned to the Assessor's Office on or before MARCH 1, as required by W.S. 39-13-103 (b) (v) and 39-13-107 (a) (i).
3. **FAILURE TO FILE:** Failure to return a property rendition is a misdemeanor which may result in a fine not exceeding five hundred (\$500.00), imprisonment in the county jail not exceeding ninety (90) days or both pursuant to W.S. 18-3-205 (b).

Failure to file an annual report or the filing on an incomplete report will result in valuation and assessment by the County Assessor from the BEST INFORMATION AVAILABLE. Incomplete reports will be returned to the respondent and considered as not filed.

4. The report must be **TYPED** or **LEGIBLY PRINTED**.
5. Instructions **SHALL** be carefully observed and each question or entry should be fully and accurately answered. References to prior year reports should not be made and will not take the place of the required entries. When the word "**NONE**" truly and completely states the facts, it should be used in any particular entry. If any category does not apply to the respondent, such fact should be shown by the words **NOT APPLICABLE**.
6. Additional information your company may wish to supply regarding valuation that would result in a more equitable assessment should be submitted with this report.
7. Round **ALL NUMBERS** to the nearest dollar.
8. Electronic informational systems may be utilized for submitting the equipment schedule. However, it will first be necessary to consult with the County Assessor's Office to determine the compatibility of informational systems. Computer programs should be designed to coincide as closely as possible with this state form.