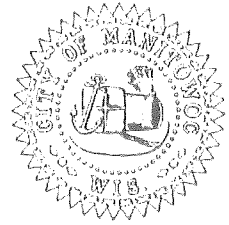


*Jim*  
*1-5-15*

# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org

15-023



June 6, 2014

TO: Alderman Eric Sitkiewitz, Chairman Finance Committee  
Jennifer Hudon, City Clerk

FROM: Sarah Hoppe, City Assessor *Sarah Hoppe*

RE: Personal Property Palpable Error  
Parcel 000-918-375  
CIT Technology Financing Services Inc.

After the 2014 Board of Review adjourned, I became aware that CIT Technology Financing Services Inc., parcel 000-918-375, did file a \$0 Statement of Personal Property.

This error falls under Wisc. Stats 70.43 (1)(d) Palpable error. The property is not located in the taxation district for which the tax roll was prepared. The amount that should be rescinded is calculated:

<u>Tax Year</u>	<u>Doomaged Assessment</u>	<u>Tax</u>
2014	\$16,000	<del>To be determined</del> \$334.35

Please recommend to rescind the 2014 assessment for Personal Property parcel 000-918-375, CIT Technology Financing Services Inc.

Thank you.

cc: Steve Corbeille, Finance Director

Attachments

*Please rescind  
tax of  
\$334.35  
JH*



March 26, 2014

NOTICE OF PERSONAL PROPERTY ASSESSMENT

ACCOUNT #000918375  
2000 MIRRO DR

CIT TECHNOLOGY FINANCING SERVICES INC  
PO BOX 460709  
HOUSTON TX 77056

On or before January 1, 2014, you were mailed a STATEMENT OF PERSONAL PROPERTY for reporting taxable personal property in your possession and located in the City of Manitowoc, WI, as of January 1, 2014. This statement was to have been returned to the office of the City Assessor by March 1, 2014, as required by Wisconsin Statute 70.35(3).

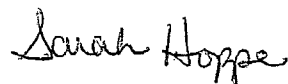
Since we have not received this return, we will be placing the following estimated assessment on your personal property for 2014:

**ASSESSED VALUE: \$16000**

Please be advised that **this is not a tax bill**. We request that you file a 2014 Statement of Personal Property prior to the May 1<sup>st</sup> completion of the 2014 assessment roll or a tax bill based on the above assessment will be mailed to you in December of this year.

**If you are no longer in business, please contact us so that we can remove your name from our records.**

Sincerely,



Sarah Hoppe  
City Assessor  
920-686-6970

**REMEMBER: It is too late to object to your assessment when you receive your tax bill in December.**

**DUE DATE**  
March 1, 2014

**STATEMENT OF PERSONAL PROPERTY**  
Subject to Assessment January 1, 2014

**2014**

**Who Must File?** Every person, firm, or corporation as defined in Section 70.35 Wis. Statutes receiving from the assessor a return of personal property, must submit the return to the assessor on or before March 1. This return is confidential and is not available for public inspection.

**Failure to File:** If you fail to file, the assessor must estimate the value of your property using the best information available. In addition, you shall be denied any right of abatement by the board of review, under Section 70.35(4) Wis. Statutes.

**Property Owner:** (or in charge as agent, consignee, or other representative capacity)

FOR ASSISTANCE IN COMPLETING THIS FORM, YOU MAY CONTACT THE ASSESSOR.

CIT Technology Financing Services, Inc  
C/O Ryan, LLC Property Tax Compliance  
PO Box 460709  
Houston, TX 77056

**RECEIVED**  
MAR 03 2014  
BY: \_\_\_\_\_

Town  
 Village of } Manitowoc City  
 City  
County of \_\_\_\_\_

Account Number 000-918-375  
Property Address Various Locations  
, WI  
Engaged in Business of Leased Equipment  
 Sole Proprietorship  Partnership  Corporation  LLC  LLP  
FEIN # 04-2547678

School District \_\_\_\_\_ TID # \_\_\_\_\_  
Assessor  
Manitowoc City Assessor  
900 Quay St  
Manitowoc, WI 54220

**New Owner** Name \_\_\_\_\_  
Situs Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_

Type of Change  Discontinued  Sold  
 Incorporated  Moved  
Date of Change \_\_\_\_\_

Schedule A  
**SUMMARY OF PERSONAL PROPERTY AS OF JANUARY 1, 2014**

Schedule A is the summary of all taxable personal property from Schedules B through H. The total of column 3 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 computer equipment and software, cash registers and single-function fax machines, is excluded from TOTAL ASSESSABLE.

Column 1 Property Description	Column 2 Subtotals	Column 3 Totals	Column 4 LEAVE BLANK
1. Boats & Other Watercraft (from Schedule B)			1
2. Machinery, Tools & Patterns (from Schedule C)			2
3. Furniture, Fixtures & Office Equipment (from Schedule D)			
5. Multifunction Fax Machines, Postage Meters, Copiers & Phone Systems (from Sch. D-2)			
6. TOTAL OF LINES 3 and 5		0	3
7. Leased Equipment (Property in charge of but not owned from Sch. F)			
8. Supplies (from Schedule G)			
9. All Other Personal Property (from Schedule H)			
10. TOTAL OF LINES 7, 8, AND 9		0	4A
11. Building on Leased Land (from Schedule E)			4B
<b>TOTAL ASSESSABLE (TOTAL OF LINES 1, 2, 6, 10 AND 11)</b>		0	

4. EXEMPT Computer Equipment & Software ... (from Schedule D-1)  
Please report the total from Schedule D-1 from the 2013 PA-003 →

I hereby declare all information given is true and correct for all the personal property for which I am subject to assessment and which was owned by me or held in my possession on January 1, 2014.

Owner's Name (please print) CIT Technology Financing Services, Inc	Signature & Date	Preparer's Name (please print) Julie Correa	Signature & Date <i>Julie Correa</i>
Owner's Full Address C/O Ryan, LLC Property Tax Compliance PO Box 460709 Houston, TX 77056		Preparer's Full Address Ryan, LLC Property Tax Compliance PO Box 460709 Houston, TX 77056	
Owner's Phone Number 866-866-4186	Fax Number 800-642-7689	Preparer's Phone Number 866-866-4186	Fax Number 800-642-7689
E-mail PTSCCompliance@Ryan.com		E-mail PTSCCompliance@Ryan.com	

**FEB 26 2014**