

**DEPARTMENT OF REVENUE**

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**MEMORANDUM**  
(#17-03)

**TO:** Department Assessed Property Owners

**FROM:** Alan Lemaster, Appraisal Supervisor  
Appraisal Services Group  
Property Tax Division

**SUBJECT:** 2017 Mobile Equipment Reporting Form

**DATE:** December 12, 2016

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Described below is the 2017 Mobile Equipment instructions and report form that is required to be filed with the Department of Revenue. This establishes the specific documentation for proof of assessment as required by W. S. 31-18-203 through 31-18-208. The Appraisal Services Group is required to maintain specific verification of assessment for County Assessor's and County Treasurer's. This form fulfills this need.

The form should be completed as requested. The company may substitute their own rendition of this form if the required information is provided in a similar format. Once received, the Appraisal Services Group will balance the submission to the 2017 Annual Report Form by asset account. The completed form **MUST** be returned to this office by MARCH 17, 2017. If documentation of mobile equipment included in the Department Assessed value **IS NOT** provided, all equipment **WILL BE** subject to local assessment. This form is considered a part of your annual report filing as specified in W.S. 39-13-107 (a) and subject to the penalty provisions of W.S. 39-13-108 (c) (ii) for non-filing.

For county registrations please contact the appropriate county for which your property is located in. Should you have specific questions as to the requirements, the following personnel should be contacted.

Property Tax Compliance

Alan Lemaster  
307 777-3450

Ports of Entry

Administration  
307 777-4877