

Starting a New Personal Property Tax Filing

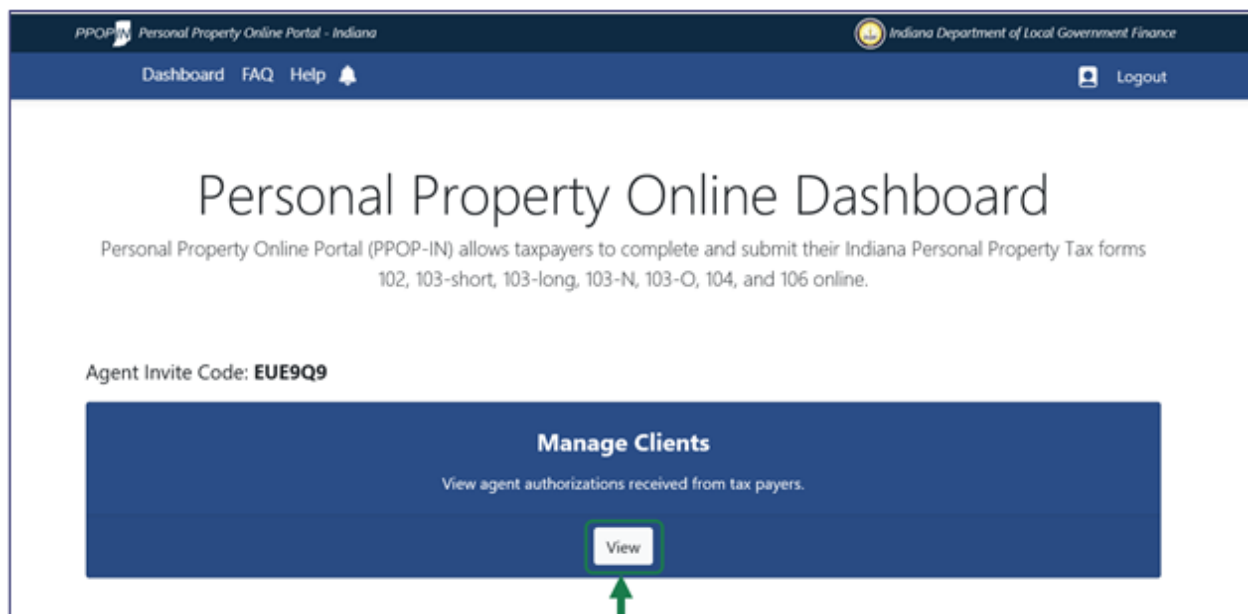
The Indiana Personal Property Online Portal (PPOP-IN) allows taxpayers and their authorized agents to complete and submit annual business personal property tax forms online. This Quick Reference Guide (QRG) provides step-by-step instructions on how to start a new business personal property tax filing for a client who has authorized you to file on their behalf.

For instructions on how to register for PPOP-IN, view the *Registering for PPOP-IN – Authorize Agent QRG*.

To start a new business personal property tax filing for a Taxpayer who has authorized you to file on his or her behalf, follow these steps:

1. Log in to PPOP-IN (<https://www.ppopin.in.gov/>).
2. Click the **View** button on your Dashboard (see Figure 1).

Figure 1: Dashboard - View Button



The *View Taxpayers* page appears (see Figure 2).

Figure 2: View Taxpayers Page

View Taxpayers

View Taxpayers who have given you permission to complete and submit their personal tax filings.

Instructions:
View Taxpayers that have entered your Invitation Code below.
To accept a Pending taxpayer, click Accept. To decline a Pending taxpayer, click Decline.
You can Reactivate a Taxpayer you have declined or revoked.
You are unable to interact with a Taxpayer who has revoked you.

Taxpayers that have already authorized you to manage their property taxes:

Taxpayer Name ▾	Taxpayer Phone —	Taxpayer Email —	Taxpayer Status —	Actions
Glenn Seger	8125502475	khris.seger+taxpayerthree@gmail.com	Revoked	Revoked by Taxpayer
Howard Weiss	No Number Listed	agenttest@extraale.com	Revoked	Revoked by Taxpayer
Kelly Smith		kelly.smith@linuxmail.org	Authorized	Select Decline
Khris Seger	8125502475	khris.seger+taxpayertwo@gmail.com	Revoked	Revoked by Taxpayer
Taxpayer PPOTFS	8123302475	ppotfs.taxpayer@gmail.com	Declined	Reactivate Taxpayer

3. Locate the Taxpayer’s name on the Taxpayer table.
4. Click the **Select** button in the **Actions** column for the Taxpayer. A confirmation message appears asking if you want to select the Taxpayer (see Figure 3).

Figure 3: Confirm Action Message – Select Taxpayer

Notice: Confirm Action ×

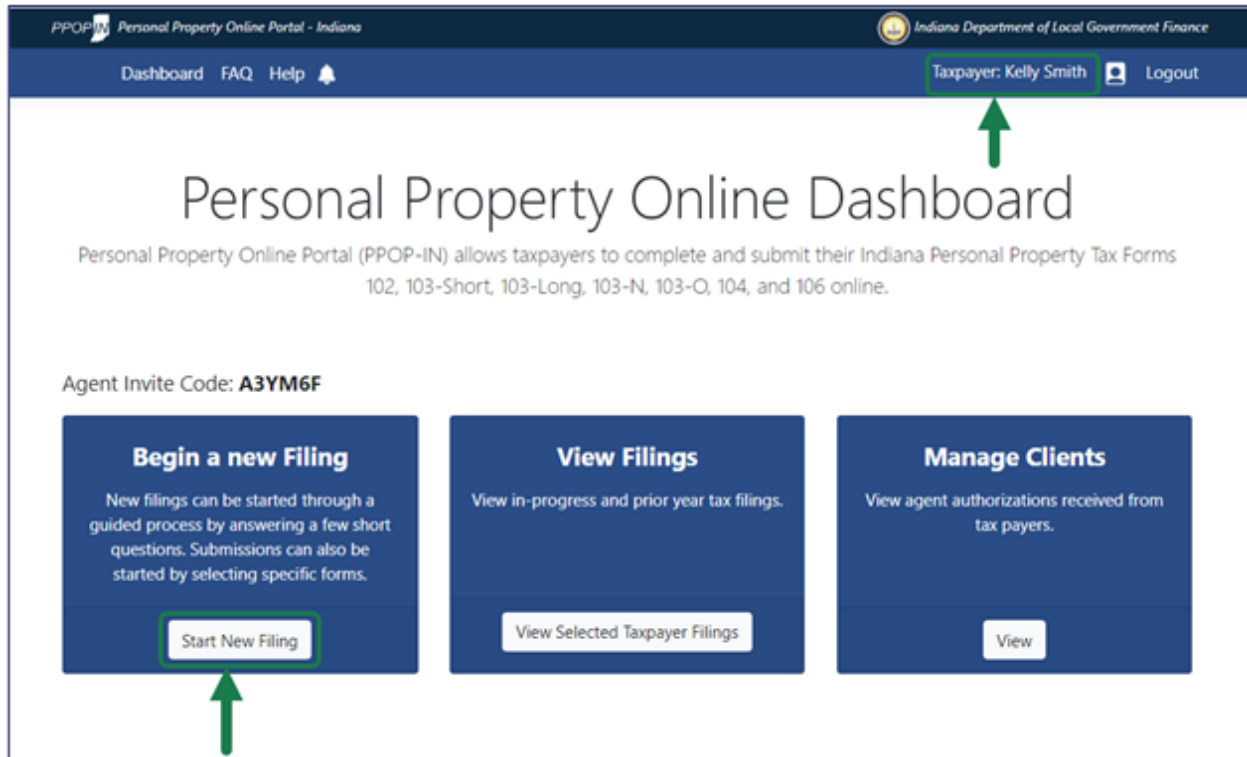
Are you sure you want to select Kelly Smith?

Cancel
Confirm

5. Click the **Confirm** button.

The selected Taxpayer's dashboard appears (see Figure 4).

Figure 4: Selected Taxpayer's Dashboard – Start New Filing



6. Click the **Start New Filing** button on the Taxpayer's dashboard.

Note: The selected Taxpayer's name appears in the upper right on the blue navigation bar.

The *Choose a Forms Selection Method* page appears (see Figure 5).

Figure 5: Choose a Forms Selection Method Page

7. First, select the **Assessment Year** for which you would like to submit a filing. Then, click the button related one of the following tax form selection methods:
 - a. **Choose Forms using Guided Questions** – Click this button if you are unsure of which forms are required.
 - b. **Manually Choose Forms** – Click this button if you know which forms you need.
 - c. **Roll Forward a Prior Year Return** – Click this button to copy the content from a filing(s) accepted in the prior year to the selected **Assessment Year**. Though to enable the option, one or more accepted filings must be selected from the provided list.

Note: Once you choose a method of selecting forms, you will not be able to switch to the other method without deleting the filing and starting over.

Choose Forms Using Guided Questions

Selecting the Guided Questions Method opens the *Choose Forms using Guided Questions* page with the first set of questions (see Figure 6).

Note: Clicking the Next button automatically saves your information in PPOP-IN.

Figure 6: Choose Forms Using Guide Questions Page

Choose Forms using Guided Questions

Answer the following questions to select the forms that are required for your personal property filing.

1 Which county are you filing under?
Vigo

2 What is your business enterprise?
 I am a farmer
 I am a manufacturer/other

3 Next

Delete Filing and restart the filing process

Forms/Sections

County: Vigo
 Assessment Year: 2022
 PPID: None
 Filing ID: None
 Status: New Filing
 Due Date: May 15, 2022

Change Forms
 Attachments
 Signature
 Payment
 Review
 Submit

To answer the questions, follow these steps:

1. Select the Taxpayer’s county you are filing under from the **Which county are you filing under?** drop-down menu field.
2. Click to select the appropriate business enterprise type radio button from the following two choices:
 - a. I am a farmer.
 - b. I am a manufacturer/other.

Your answers will determine the next set of questions.

3. Click the **Next** button after answering all questions.

Change Filing Process or Change Tax Forms

If you change your mind and prefer to use one of the alternative methods, click the red **Delete Filing and restart the filing process** button (see Figure 7).

Figure 7: Change Filing Method or Change Forms

Choose Forms using Guided Questions

Answer the following questions to select the forms that are required for your personal property filing.

Which county are you filing under?

Vigo

What is your business enterprise?

I am a farmer

I am a manufacturer/other

Next

Delete Filing and restart the filing process

Forms/Sections

County: Vigo
Assessment Year: 2022
PPID: None
Filing ID: None
Status: New Filing
Due Date: May 15, 2022
Change Forms
Attachments
Signature
Payment
Review
Submit

You are returned to the *Choose Your Forms Selection Method* page where you can select a different path for the creation of a new filing. (see Figure 5).

If you want to change the forms and restart the Choose Forms Using Guided Questions process, click the *Change forms* hyperlink in the **Forms/Sections** legend (see Figure 7). You are returned to the *Choose Forms using the Guided Questions* page to start again.

Help Section – Guided Questions Method

As you click on an area of the page, a gray *Help* section appears on the right side of the page (see Figure 8). The help information provided is specific to the section of the page where you currently are working.

Figure 8: Help Section – Guided Questions Method

Choose Forms using Guided Questions

Answer the following questions to select the forms that are required for your personal property filing.

Which county are you filing under?

Vigo

What is your business enterprise?

I am a farmer
 I am a manufacturer/other

Did you own, hold, possess or control any leased or other Depreciable Personal Property on January 1?

Yes
 No

Next

Delete Filing and restart the filing process

Help

- This field is required and will determine which form(s) need to be filed. Choose description that best describes business enterprise.

Forms/Sections

County: Vigo
 Assessment Year: 2022
 PPID: None
 Filing ID: None
 Status: New Filing
 Due Date: May 15, 2022

Change Forms

- ▶ Form 102 - Farmer's Tangible
- ▶ Form 104 - Business Tangible

Attachments

Signature

Payment

Review

Submit

Farming Business

If you select farming as the business enterprise, new questions appear based upon your answers. As you answer the questions, the appropriate tax forms appear on the right side of the page in the **Forms/Sections** legend (see Figure 9).

Figure 9: Farming Business – Guided Questions

Which county are you filing under?
Vigo

What is your business enterprise?
 I am a farmer
 I am a manufacturer/other

Did you own, hold, possess or control any leased or other Depreciable Personal Property on January 1?
 Yes
 No

Is your acquisition cost for all applicable personal property, less than \$80,000?
 Yes: less than \$80,000
 No: \$80,000 or more

Do you have any adjustments to federal tax basis, permanently retired equipment, abnormal obsolescence, critical spare parts, or returnable containers?
 Yes
 No

Next

Forms/Sections
 County: Vigo
 Assessment Year: 2022
 PPID: None
 Filing ID: None
 Status: New Filing
 Due Date: May 15, 2022

Change Forms

- ▶ Form 102 - Farmer's Tangible
- ▶ Form 104 - Business Tangible
- ▶ Form 106 - Bus. Tangible Adjustments

Attachments

Signature

Payment

Review

Submit

Tax forms appear

To complete this section, follow these steps:

1. Answer each question on the page.
2. Click the **Next** button.
3. Continue answering the questions on each page, and then click the **Next** button. When all required questions have been answered, the first tax form will appear.
4. Complete all required fields on each tax form.
5. Click the **Next** button on each page until all forms are complete.

Manufacturer/Other Business

If you select a manufacturer or other as the business enterprise, new questions appear based upon your answers. As you answer the questions, the appropriate tax forms are listed on the right side of the page in the **Forms/Sections** legend (see Figure 10).

Figure 10: Manufacturing/Other Business - Guided Questions

Choose Forms using Guided Questions

Answer the following questions to select the forms that are required for your personal property filing.

Which county are you filing under?

What is your business enterprise?
 I am a farmer
 I am a manufacturer/other

Does your business have or involve any of the following?

- manufacturing or processing of goods,
- have more than \$150,000 in assessed value,
- exemptions to be claimed,
- claiming any special adjustments (permanently retired equipment, special tooling, equipment not placed in service, or abnormal obsolescence)?

 Yes
 No

Did you own, hold, possess or control any leased or other Depreciable Personal Property on January 1?
 Yes
 No

Is your acquisition cost for all applicable personal property, less than \$80,000?
 Yes: less than \$80,000
 No: \$80,000 or more

Next

Forms/Sections

County: Vigo
 Assessment Year: 2022
 PPID: None
 Filing ID: None
 Status: New Filing
 Due Date: May 15, 2022

Change Forms

- Form 103-Long
- Form 104 - Business Tangible

Attachments

Signature

Payment

Review

Submit

Tax Forms List

To complete this section, follow these steps:

1. Answer each question on the page.
2. Click the **Next** button.
3. Continue answering the questions on each page, and then click the **Next** button. When all required questions have been answered, the first tax form will appear.

4. Complete all required fields on each tax form.
5. Click the **Next** button on each page until all forms are complete.

Choose Forms Manually

Selecting the Choose Forms Manually method allows you to choose the tax forms you need for your tax filing and takes you to the *Manual Selection of Forms* page (see Figure 11).

Figure 11: Manual Selection of Forms Page

The screenshot displays the 'Manual Selection of Forms' page. At the top, it says 'Select the forms you would like to add to your filing.' and 'Form 104 is required for all filing so it has been pre-selected.' The main form area includes a dropdown for 'Which county are you filing under?' (1) with 'Vigo' selected. Below this is the 'Filing Type' section (2) with radio buttons for 'Form 102: Farmer's Tangible Personal Property Assessment Return', 'Form 103-Long: Business Tangible Personal Property Assessment Return', and 'Form 103-Short: Business Tangible Personal Property Return'. The 'Form 103-Short' option is selected. There is also a 'Value Summary' section with a checked box for 'Form 104: Business Tangible'. Below that are 'Adjustments to Value' and 'Leased/Rented Property' sections, each with a checkbox for 'Form 106: Bus. Tangible Adjustments' and 'Form 103-N: Not Owned Personal Property' / 'Form 103-O: Owned Personal Property' respectively. A 'Next' button (3) is at the bottom of the form. To the right, a 'Forms/Sections' sidebar lists: 'County: Vigo', 'Assessment Year: 2022', 'PPID: None', 'Filing ID: None', 'Status: New Filing', 'Due Date: May 15, 2022', 'Change Forms', 'Form 104 - Business Tangible', 'Attachments', 'Signature', 'Payment', 'Review', and 'Submit'. A red button at the bottom says 'Delete Filing and restart the filing process'.

To complete this process, follow these steps:

1. Select the Taxpayer's county you are filing under from the **Which county are you filing under?** drop-down menu field.

2. Select the forms under each heading for your tax filing.
3. Click the **Next** button.

Note: Clicking the Next button automatically saves your information in PPOP-IN.

The *Complete Form* page opens the first tax form. Read through the form, respond to all checkboxes, and type information in all required fields. Red asterisks indicate areas on the form that require completion. The **Forms/Sections** legend on the right displays your progress completing the forms. A red exclamation mark indicates sections that need completion (see Figure 12).

Figure 12: Complete Form Page

Complete Form

* = Required Field

Form 103-Long - Business Tangible Personal Property Assessment was added to your submission based on your answers during the forms selection process.

Effective January 1, 2022, IC 6-1.1-3-7.2 has been amended to increase the acquisition cost of a taxpayer's total business **personal property** in a county from **\$40,000 to \$80,000** for purposes of receiving a business **personal property tax exemption**. If someone other than the taxpayer is signing a return, please be sure that a letter of authorization or Power of Attorney is attached to the return.

An exemption granted under **IC 6-1.1-10** or any other statute supersedes this exemption. In other words, a taxpayer whose personal property is exempt because the taxpayer applied for and was granted an exemption by the county must follow all applicable procedures for the approved exemption, which may include fully completing the personal property return.

Total Acquisition Cost (\$)

Form 103-Long: Section I

* Name of taxpayer

Federal Identification Number **:
 ** An individual using his/her Social Security number as the federal identification number is only required to provide the last four (4) digits of that number. [IC 4-1-10-3](#)
 Last four digits of your Social Security Number Your business's Federal Identification Number

* Federal Identification Number

Name under which business is conducted

Address when the property is located (number and street, city

Forms/Sections

County: Vigo
 Assessment Year: 2022
 PPID: None
 Filing ID: 1656
 Status: New Filing
 Due Date: May 15, 2022

[Change Forms](#) ←

Communication

- ▼ Form 103-Long !
 - Section I
 - Section II
 - Section III
 - Section IV
 - Section V
 - Section VI
- ▶ Form 104 - Business Tangible !
- ▶ Form 106 - Bus. Tangible Adjustments !
- ▶ Attachments !
- ▶ Signature !
- ▶ Payment !
- ▶ Review !
- ▶ Submit !



Starting a New Personal Property Tax Filing QRG Agent

If you want to change the forms and restart the Manual Selection of Forms process, click the *Change forms* hyperlink in the **Forms/Sections** legend. You are returned to the *Choose Forms using the Guided Questions* page to start again (see Figure 6).

4. After entering all required information on the page, click the **Next** button.

Change Filing Process

If you change your mind and prefer to use one of the alternative methods, click the red **Delete Filing and restart the filing process** button (see Figure 13).

Figure 13: Change Tax Forms or Change Filing Method

The screenshot shows the 'Manual Selection of Forms' page in the PPOPIN portal. The page includes a navigation bar with 'Dashboard', 'FAQ', and 'Help' (with a notification icon), and a user profile for 'Taxpayer: Kelly Smith' with a 'Logout' option. The main content area is titled 'Manual Selection of Forms' and contains the following sections:

- Which county are you filing under?:** A dropdown menu showing 'Vigo'.
- Filing Type:** Radio button options for 'Form 102: Farmer's Tangible Personal Property Assessment Return', 'Form 103-Long: Business Tangible Personal Property Assessment Return', and 'Form 103-Short: Business Tangible Personal Property Return'. 'Form 104: Business Tangible' is pre-selected.
- Value Summary:** A checked checkbox for 'Form 104: Business Tangible'.
- Adjustments to Value:** An unchecked checkbox for 'Form 106: Bus. Tangible Adjustments'.
- Leased/Rented Property:** Unchecked checkboxes for 'Form 103-N: Not Owned Personal Property' and 'Form 103-O: Owned Personal Property'.
- Forms/Sections:** A sidebar menu with options: 'County: Vigo', 'Assessment Year: 2022', 'PPID: None', 'Filing ID: None', 'Status: New Filing', 'Due Date: May 15, 2022', 'Change Forms', 'Form 104 - Business Tangible', 'Attachments', 'Signature', 'Payment', 'Review', and 'Submit'.
- Buttons:** A grey 'Next' button and a red 'Delete Filing and restart the filing process' button (highlighted with a green border).

You are returned to the *Choose Your Forms Selection Method* page where you can select a different path for the creation of a new filing. (see Figure 5).

Help Section – Manual Selection of Forms Method

As you click on an area of the page, a gray *Help* section appears on the right side of the page (see Figure 14). The help information provided is specific to the section of the page where you are currently working.

Figure 14: Help Section – Manual Selection of Forms Method

Complete Form

* = Required Field

Form 103-Long - Business Tangible Personal Property Assessment was added to your submission based on your answers during the forms selection process.

Effective January 1, 2022, IC 6-1.1-3-7.2 has been amended to increase the acquisition cost of a taxpayer's total business **personal property** in a county from **\$40,000 to \$80,000** for purposes of receiving a business **personal property tax exemption**. If someone other than the taxpayer is signing a return, please be sure that a letter of authorization or Power of Attorney is attached to the return.

An exemption granted under IC 6-1.1-10 or any other statute supersedes this exemption. In other words, a taxpayer whose personal property is exempt because the taxpayer applied for and was granted an exemption by the county must follow all applicable procedures for the approved exemption, which may include fully completing the personal property return.

* Total Acquisition Cost (\$)

Help

- Check this box if claiming the subject exemption, where acquisition costs are less than the statutorily stated threshold. If this box is checked, provide the dollar amount for Total Acquisition Cost in the space provided below.

Forms/Sections

County: Vigo
 Assessment Year: 2022
 PPID: None
 Filing ID: 1656

Choose Forms Using Roll Forward a Prior Year Return

Selecting the Roll Forward a Prior Year Return provides you with an opportunity to copy the content of an accepted filing from the prior year to a subsequent year. Though to enable this option, one or more previously accepted returns must be selected from the provided list. (see Figure 615).

Note: Clicking the Next button automatically saves your information in PPOP-IN.

Figure 15: Choose Forms Using Roll Forward a Prior Year Return

Choose a Forms Selection Method

First, please select the assessment year for which you would like to file an Indiana Personal Property return. The selection is defaulted to the current year with an effective assessment date of January 1st.

Assessment Year:

For your convenience, PPOP-IN provides a variety of personal property filing options. If this is your first time filing or if you find that you need a little assistance in selecting the correct forms, pick the **Choose Forms using Guided Questions** option below. If you are a veteran filer and know the forms you need to complete, select **Manually Choose Forms**. The third option is for those individuals that have successfully filed and have had a return(s) approved in a prior year. The **Roll Forward a Prior Year Return** provides the preparer with a means by which to copy forward into the current year, meaningful data from the prior year's submission.

Note, once you choose a method of selecting forms you will not be able to change the method of selecting forms unless you delete the filing and start over.

To enable the **Roll Forward a Prior Year Return** option, please select at least one approved return from the list below:

	PPID	Form	County	District	Taxpayer Name	Business	Address	Filing ID	Filing Type
<input checked="" type="checkbox"/>	84-100-100	Form 103-S	Vigo	FAYETTE TOWNSHIP	Dell Farms Inc	Dave's Chickens	100 Main St	791	Original
<input type="checkbox"/>	82-15A154	Form 103-S	Vigo	FAYETTE TOWNSHIP	Dell Farms Inc	Test Business	102 E Main St	790	Original
<input type="checkbox"/>	661-001	Form 103-L	Vanderburgh	ARMSTRONG TOWNSHIP	Dell Farms Inc	Test	Test Add	661	Original

Forms/Sections

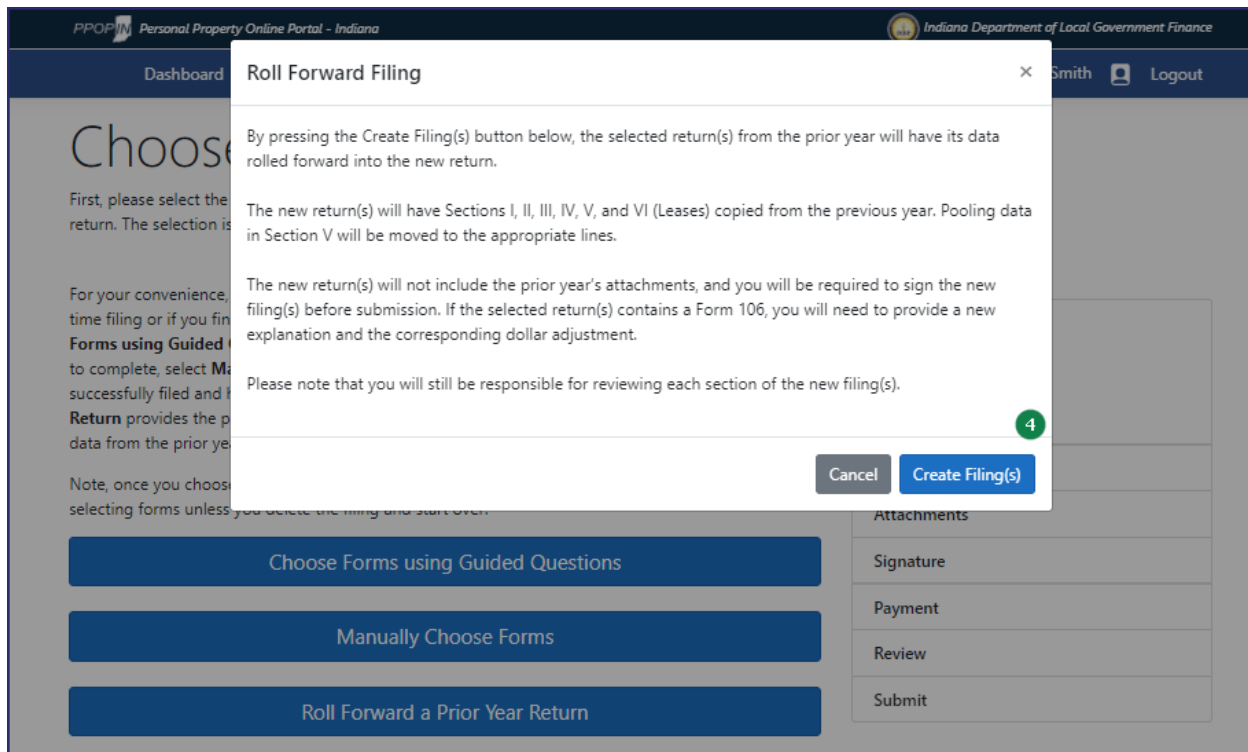
County: None
 Assessment Year: 2022
 PPID: None
 Filing ID: None
 Status: New Filing
 Due Date: May 15, 2022

Approved in Prior Year

To utilize this third option, follow these steps:

1. Select the **Assessment Year** for which you would like to submit a filing.
2. From the list of filings “Accepted” by the local assessing official in the year prior to the selected **Assessment Year**, choose one or more records you wish to roll forward.
3. Click the **Roll Forward a Prior Year Return** button.
4. A filing(s) will be generated for the selected **Assessment Year** upon acknowledgement of the **Roll Forward Filing** disclaimer. Select the **Create Filing(s)** button to confirm (see Figure 16).

Figure 16: Roll Forward Filing disclaimer



Note: If you selected multiple returns to be rolled forward from filings Accepted in the prior year, you will be routed to the View Filings page where each newly created filing can be opened, completed, and submitted. For single selections from the prior year, you will be presented with Section I of the subject new filing.

Completing Forms

To complete the forms, follow these steps:

1. Type the required information on each form.
2. Click the **Next** button to go to the next form.

After entering the required information on each form, the red exclamation mark in the **Forms/Sections** legend turns to a green check mark to indicate completion (see Figure 157).

Figure 157: Complete – Green Check Marks

Forms/Sections	
County: Vigo	
Assessment Year: 2022	
PPID: None	
Filing ID: 1653	
Status: In Progress	
Due Date: May 15, 2022	
Change Forms	
Communication	
▶ Form 103-Short	✓
▶ Form 104 - Business Tangible	✓
▼ Form 106 - Bus. Tangible Adjustments !	
Form 106	

Adding Attachments

To add attachments, follow these steps:

1. Add the required supporting documents as attachments.
2. Select the appropriate type from the **Choose type** drop-down menu field (see Figure 16).

Figure 16: Attachments

FILING REQUIREMENTS

Property in more than one Taxing District - Due to varying tax rates, a taxpayer who has more than one taxing district within the same township must have separate forms for each district covering only property located in that district. (IC 6-1.1-3-10)

made since the last assessment date for improvements on any real property owned, leased, controlled or occupied by the taxpayer in the township wherein this

document setting forth the name of the owner, location of the real property, an amount, nature, cost, date on which construction of improvements was begun, and date on which construction was completed. If not completed as of January 1, state the date completed at that time. (IC 6-1.1-5-13)

Choose type

Browse

3. Click the **Next** button.
4. Continue entering all required information until all forms are complete.

For instructions on how to attach documents and complete and submit your property tax forms, view the *Completing and Submitting a Property Tax Filing QRG*

Click the *Help* hyperlink on the blue navigation bar to access Job Aids, QRGs, and other documents.