

# How to Complete Indiana Personal Property Tax Forms—Form 103 Short and Form 104

Indiana requires all businesses, large and small, to complete personal property tax returns.

Here we are going to fill out a Form 103 for a small business. Here are the details:

- The business started in November 1, 2011. Their Federal tax year ends December 31.
- On November 2, 2011, the business leased a printer/copier from ABC Rental Company.
- On November 5, 2011 a laptop and desk were purchased at a cost of \$1,275.
- On February 17, 2012, a scanner costing \$ 900 was purchased.

This business needs to complete both a Form 103-Short and a Form 104.

1. Start on page 2 of the Form 103—Short. Indiana’s tax reporting year for personal property covers those items you purchased from March 2, of one year until March 1 of the next. Items that this business purchased were purchased in this time frame, so the three items are listed on Line 2 and their purchase price is listed in Column A. If you purchased many different items, it isn’t necessary to list each item; just be sure that you can produce the detail if you are audited.
2. Now you need to calculate the TTV for the first line. Take the amount shown in Column A and multiply it by the True Tax Value percentage shown in the column. Enter the result in Column B. Since this is a new business, there won’t be entries in the other lines, so carry your totals down for both Column A and Column B and enter them on Line 13.
3. Then on Line 14, take the total shown in Column A, Line 13 and multiply it by 30%. Enter the total on Line 14.
4. On Line 15, enter the larger of the entry on Line 13, Column B or Line 14.
5. Then check the “No” box as shown because you are reporting your assets by March 2 to March 1st the next year.

However, if you are a taxpayer whose tax year for Federal income tax purposes ends on December 31 or January 31st of each year, you **may** elect to report your assets by Federal tax year.

To do this, your first step would be to put the items you purchased from January 1, 2012 through March 1, 2012 on Line 1.

Then everything purchased in calendar year 2011 would be entered on Line 2.

Then check the “Yes” box.

The advantage of this approach is that your Indiana Personal Property forms better match your accounting records for federal tax purposes. The disadvantage is that you may pay slightly more in property taxes because it will take longer for some items to drop into the lower rate pools.

FORM 103- SHORT FORM See 50 IAC 4.2-4		CONFIDENTIAL		SCHEDULE A MARCH 1, 2012	
LINE	YEAR OF ACQUISITION	DEPRECIABLE PERSONAL PROPERTY	COLUMN A		COLUMN B
			TOTAL COST	T.T.V.%	TRUE TAX VALUE
1	From To 3-1-12 *			40	\$
2	3-2-11 To 3-1-12	Desk, laptop, scanner	\$2,175	40	\$ 870
3	3-2-10 To 3-1-11			60	
4	3-2-09 To 3-1-10			55	
5	3-2-08 To 3-1-09			45	
6	3-2-07 To 3-1-08			37	
7	3-2-06 To 3-1-07			30	
8	3-2-05 To 3-1-06			25	
9	3-2-04 To 3-1-05			20	
10	3-2-03 To 3-1-04			16	
11	3-2-02 To 3-1-03			12	
12	Prior To 3-2-02			10	
13	TOTALS		\$ 2,175		\$ 870
14	30% of line 13, Column A		\$ 653		
Line 15 must be the greater of Line 13, Column B or Line 14 (See 50 IAC 4.2- 4-9)					
15	Total True Tax Value of Depreciable Personal Property (To Summary on reverse side)				\$ 870

Fully depreciated assets **must** be included in the total cost to be reported in Schedule A above.

Election to report cost of Depreciable Assets by Federal tax year .....  Yes  No

Election available **only** when federal tax year ends December 31 or January 31. See 50 IAC 4.2-4-6 (c).

\* If taxpayer elects to report cost above on federal tax year basis, assets acquired from the prior federal tax year end to March 1 are to be reported on the first line of the appropriate pool.

FORM 103- SHORT FORM See 50 IAC 4.2-4		CONFIDENTIAL		SCHEDULE A MARCH 1, 2012	
LINE	YEAR OF ACQUISITION	DEPRECIABLE PERSONAL PROPERTY	COLUMN A		COLUMN B
			TOTAL COST	T.T.V.%	TRUE TAX VALUE
1	From To 3-1-12 *	Scanner	\$ 900	40	\$ 360
2	3-2-11 To 3-1-12	Desk, laptop	\$1,275	40	\$ 510
3	3-2-10 To 3-1-11			60	
4	3-2-09 To 3-1-10			55	
5	3-2-08 To 3-1-09			45	
6	3-2-07 To 3-1-08			37	
7	3-2-06 To 3-1-07			30	
8	3-2-05 To 3-1-06			25	
9	3-2-04 To 3-1-05			20	
10	3-2-03 To 3-1-04			16	
11	3-2-02 To 3-1-03			12	
12	Prior To 3-2-02			10	
13	TOTALS		\$ 2,175		\$ 870
14	30% of line 13, Column A		\$ 653		
Line 15 must be the greater of Line 13, Column B or Line 14 (See 50 IAC 4.2- 4-9)					
15	Total True Tax Value of Depreciable Personal Property (To Summary on reverse side)				\$ 870

Fully depreciated assets **must** be included in the total cost to be reported in Schedule A above.

Election to report cost of Depreciable Assets by Federal tax year .....  Yes  No

Election available **only** when federal tax year ends December 31 or January 31. See 50 IAC 4.2-4-6 (c).

\* If taxpayer elects to report cost above on federal tax year basis, assets acquired from the prior federal tax year end to March 1 are to be reported on the first line of the appropriate pool.

Now go to the bottom of page 2 to report any leased equipment. This business is leasing a copier, so that equipment is shown here:

If you are leasing more than two different pieces of equipment, then you will need to get and complete the Form 103 N. It is available at: <http://www.in.gov/dlgef/4971.htm>

**Information on Not-Owned Personal Property Which is To Be Assessed To the Owner**  
 NOTE: This form is for the reporting of two or less Operating Leases. For all other leases, the Form 103-N (for the lessee) and the Form 103-O (for the lessor) should be utilized. For more information on the reporting of leased equipment, refer to 50 IAC 4.2-8. Failure to properly disclose lease information may result in a double assessment.

Name and Address of Owner	Location of Property	Date of Lease (month, day, year)	Model Number and Description	Quantity	Cost, If Known
ABC Rental Company 4536 North Way Great Neck, NY	7654 Anywhere Lane Lafayette, Indiana	11/2/2011	Canon Copier Model ZYS-1287	1	4500.00

Page 2 of 2

Now it is time to complete page 1. Fill in the name, address, federal ID number and answer Questions 1—6. You can obtain the NAICS code by visiting this web site:

[http://www.census.gov/eos/www/naics/product\\_classification/prodclassification.html](http://www.census.gov/eos/www/naics/product_classification/prodclassification.html)

Use the 2007 NAICS Search, not the 2002. If you do not know the DLGF taxing district number and name, leave them blank and we will fill them in.

**BUSINESS TANGIBLE PERSONAL PROPERTY RETURN**  
 State Form 11274 (R29 / 1-12)  
 PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

**FORM 103 - SHORT**  
 MARCH 1, 2012  
 For Assessor's Use Only

PRIVACY NOTICE: The records in this series are confidential according to I. C. 6-1.1-35-9.

**INSTRUCTIONS: PLEASE TYPE or PRINT.**

- This form must be filed with the Assessor of the county in which the property is located not later than May 15 unless an extension of up to thirty (30) days is granted in writing.
- A form 104 must be filed with this return.

**NOTE: You must use Form 103-Long if:**

- You are a manufacturer or processor;
- Your business personal property assessment is \$150,000 or more;
- You wish to claim any exemptions or deductions (other than the enterprise zone credit); or
- You are claiming any special adjustments such as equipment not placed in service, special tooling, permanently retired equipment or abnormal obsolescence.

Name of taxpayer John Smith	Federal identification number ** 35-1234567
Name under which business is conducted New Business	DLGF taxing district number
Address where property is located (number and street, city, state, and ZIP code) 7654 Anywhere Lane Lafayette, IN 47902	DLGF taxing district name
Nature of business Consulting	Township Wea
Name and address to which Assessment and Tax Notice is to be mailed (if different than above) John Smith PO Box 98765 Lafayette, IN 47902	NAICS * Code Number 541611
County Tippecanoe	Retail merchants certificate number
1. Federal Income Tax Year ends 12/31	2. Location of accounting records 7654 Anywhere Lane
3. Form of business <input type="checkbox"/> Partnership or Joint Venture <input type="checkbox"/> Corporation <input type="checkbox"/> Other, (describe) _____ <input checked="" type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Estate or Trust	
4. Do you have other locations in Indiana? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5. Did you own, hold, possess or control any leased, rented or other depreciable personal property on March 1? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   If yes, report it on Page 2 or file the Form 103-N or 103-O (See 50 IAC 4.2-8-3 & 4). Note: Failure to properly disclose lease information may result in a double assessment.	
6. Total sales for this location during the prior fiscal or calendar year \$8,000	

SUMMARY (Round all numbers to nearest ten dollars)	REPORTED BY TAXPAYER	CHANGE BY ASSESSOR	CHANGE BY COUNTY BOARD
Schedule A - Personal Property	\$ 870		\$
Final Assessed Value	\$ 870		\$

**SIGNATURE AND VERIFICATION**

Under Penalties of Perjury, I hereby certify that this return (including accompanying schedules and statements), to the best of my knowledge and belief, is true, correct, and complete; reports all tangible personal property, subject to taxation, owned, held, possessed or controlled by the named taxpayer, in the stated township or taxing district, on the assessment date of this return, as required by law; and is prepared in accordance with I.C. 6-1.1 et seq., as amended, and regulations promulgated with respect thereto.

Signature of authorized person <i>John Smith</i>	Date (month, day, year) 5/9/2012
Printed name of authorized person John Smith	Title Owner
Signature of person preparing return, if different than authorized person	Telephone number (765) 123-4567
Printed name and contact information of person preparing return	Contact e-mail address

\* NAICS - North American Industry Classification System - complete list of codes may be found at [www.census.gov](http://www.census.gov).  
 NOTE: The NAICS Code Number appears on your federal income tax return.  
 \*\* An individual using his Social Security number as the Federal Identification number is only required to provide the last four (4) digits of that number per IC 4-1-10-3.

Page 1 of 2

To complete the forms, take the total from page 2, Line 15 and enter it as shown.

You are almost done! Complete the Form 104, which is simply a summary of the information on the Form 103. The reason you complete both forms is that the detail on the Form 103 is not public information; the Form 104, however, is a public record.

Sign and date both the Form 103 and the Form 104 and make sure they are delivered or postmarked on or before  
**May 15, 2012**

**Questions? Call the Tippecanoe County Assessor at (765) 423-9255.**

To see the completed return, please go to the next page.





**BUSINESS TANGIBLE PERSONAL PROPERTY RETURN**

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PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

<b>FORM 103 - SHORT</b>	<b>MARCH 1, 2012</b> For Assessor's Use Only
PRIVACY NOTICE: The records in this series are confidential according to I. C. 6-1.1-35-9.	

**INSTRUCTIONS:** PLEASE TYPE or PRINT.

- This form must be filed with the Assessor of the county in which the property is located not later than May 15 unless an extension of up to thirty (30) days is granted in writing.
- A form 104 must be filed with this return.

**NOTE:** You must use Form 103-Long if:

- You are a manufacturer or processor;
- Your business personal property assessment is \$150,000 or more;
- You wish to claim any exemptions or deductions (other than the enterprise zone credit); or
- You are claiming any special adjustments such as equipment not placed in service, special tooling, permanently retired equipment or abnormal obsolescence.

Name of taxpayer <b>John Smith</b>		Federal Identification number ** <b>35-1234567</b>
Name under which business is conducted <b>New Business</b>		DLGF taxing district number
Address where property is located (number and street, city, state, and ZIP code) <b>7654 Anywhere Lane Lafayette, IN 47902</b>		DLGF taxing district name
Nature of business <b>Consulting</b>		Township <b>Wea</b>
Name and address to which Assessment and Tax Notice is to be mailed (if different than above) <b>John Smith PO Box 98765 Lafayette, IN 47902</b>		County <b>Tippecanoe</b>
1. Federal Income Tax Year ends <b>12/31</b>	2. Location of accounting records <b>7654 Anywhere Lane</b>	Retail merchants certificate number
3. Form of business <input type="checkbox"/> Partnership or Joint Venture <input type="checkbox"/> Corporation <input type="checkbox"/> Other, (describe) _____ <input checked="" type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Estate or Trust		
4. Do you have other locations in Indiana? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		5. Did you own, hold, possess or control any leased, rented or other depreciable personal property on March 1? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, report it on Page 2 or file the Form 103-N or 103-O (See 50 IAC 4.2-8-3 & 4). Note: Failure to properly disclose lease information may result in a double assessment.
6. Total sales for this location during the prior fiscal or calendar year <b>\$8,000</b>		

SUMMARY (Round all numbers to nearest ten dollars)	REPORTED BY TAXPAYER	CHANGE BY ASSESSOR	CHANGE BY COUNTY BOARD
Schedule A - Personal Property	\$ 870	\$	\$
Final Assessed Value	\$ 870	\$	\$

SIGNATURE AND VERIFICATION			
Under Penalties of Perjury, I hereby certify that this return (including accompanying schedules and statements), to the best of my knowledge and belief, is true, correct, and complete; reports all tangible personal property, subject to taxation, owned, held, possessed or controlled by the named taxpayer, in the stated township or taxing district, on the assessment date of this return, as required by law; and is prepared in accordance with I.C. 6-1.1 et seq., as amended, and regulations promulgated with respect thereto.			
Signature of authorized person <i>John Smith</i>		Date (month, day, year) <b>5/9/2012</b>	
Printed name of authorized person <b>John Smith</b>		Title <b>Owner</b>	Telephone number <b>(765 ) 123-4567</b>
Signature of person preparing return, if different than authorized person		Contact e-mail address	
Printed name and contact information of person preparing return			

\* NAICS - North American Industry Classification System - complete list of codes may be found at [www.census.gov](http://www.census.gov).  
 NOTE: The NAICS Code Number appears on your federal income tax return.  
 \*\* An individual using his Social Security number as the Federal Identification number is only required to provide the last four (4) digits of that number per IC 4-1-10-3.

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4	3-2-09 To 3-1-10			55	
5	3-2-08 To 3-1-09			45	
6	3-2-07 To 3-1-08			37	
7	3-2-06 To 3-1-07			30	
8	3-2-05 To 3-1-06			25	
9	3-2-04 To 3-1-05			20	
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14	30% of line 13, Column A		\$ 653		
Line 15 must be the greater of Line 13, Column B or Line 14 (See 50 IAC 4.2- 4-9)					
15	Total True Tax Value of Depreciable Personal Property (To Summary on reverse side)				\$ 870

Fully depreciated assets must be included in the total cost to be reported in Schedule A above.  
 Election to report cost of Depreciable Assets by Federal tax year .....  Yes  No  
 Election available only when federal tax year ends December 31 or January 31. See 50 IAC 4.2-4-6 (c).  
 \* If taxpayer elects to report cost above on federal tax year basis, assets acquired from the prior federal tax year end to March 1 are to be reported on the first line of the appropriate pool.

- Filing Basics:**
- To locate contact information for the various county offices (Assessor, Auditor, & Treasurer), locate forms, and learn more about Indiana's personal property tax system, go to [www.in.gov/dlgr](http://www.in.gov/dlgr).
  - Every person owning, holding, possessing, or controlling personal property in Indiana on March 1<sup>st</sup> is required to file a form by May 15<sup>th</sup>.
  - Taxpayers may request up to a thirty (30) day extension of time to file their return. The written request should be sent to the assessor before the filing deadline of May 15<sup>th</sup> and should include a reason for the request. The assessor has the authority to approve, deny, or set a different deadline of less than thirty (30) days for each request received.
  - Personal property must be assessed in each taxing district where property has a tax situs.
  - Inventory located in the State of Indiana is exempt and is not required to be reported.
  - It is the responsibility of the taxpayer to obtain forms from the assessor and file a timely return. The forms are also available on-line at the department's website, [www.in.gov/dlgr](http://www.in.gov/dlgr).
  - If you hold, possess, or control not-owned personal property on the assessment date, you have a liability for the taxes imposed for that year unless you establish that the property is to be assessed to the owner. This is done by completing a Form 103-N, attaching it to the Form 103 Short, and filing it with the assessor. NOTE: Failure to properly disclose lease information may result in a double assessment.
  - Taxpayers who discover an error was made on their original timely filed personal property tax return have the right to file an amended return. The amended return must be filed within twelve (12) months of the due date or the extended due date (if up to a thirty (30) day extension was granted) of their original return.

**Information of Not-Owned Personal Property Which Is To Be Assessed To The Owner**  
 NOTE: This form is for the reporting of two or less Operating Leases. For all other leases, the Form 103-N (for the lessee) and the Form 103-O (for the lessor) should be utilized. For more information on the reporting of leased equipment, refer to 50 IAC 4.2-8. Failure to properly disclose lease information may result in a double assessment.

Name and Address of Owner	Location of Property	Date of Lease (month, day, year)	Model Number and Description	Quantity	Cost, If Known
ABC Rental Company 4536 North Way Great Neck, NY	7654 Anywhere Lane Lafayette, Indiana	11/2/2011	Canon Copier Model ZYS-1287	1	4500.00