



# BUSINESS TANGIBLE PERSONAL PROPERTY RETURN

State Form 10068 (R17 / 12-11)

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

**FORM 104**

MARCH 1, 20\_\_

For assessor's use only

This form is not confidential and is available for public inspection and is filed with either the Form 102 or Form 103. Signatures on both forms (Form 104 and Form 102 or Form 103) are required per 50 IAC 4.2-2-9 (e).

**INSTRUCTIONS:** 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. Please type or print.

Name of taxpayer (Please type or print)		DLGF taxing district number	
Name under which business is conducted		Township	
Address where property is located (number and street, city and state)	County	ZIP code	
Nature of business			
Name to which assessment and tax notice to be mailed (if different than above)			
Mailing address (number and street, city and state) (if different than above)	County	ZIP code	

**TOTAL TANGIBLE PERSONAL PROPERTY** (Please check one)  Form 102  Form 103

Summary (round all numbers to nearest ten dollars)		REPORTED BY TAXPAYER	CHANGE BY ASSESSOR	CHANGE BY COUNTY BOARD
Schedule A - Personal Property	+	\$	\$	\$
Deduction per Form 103 ERA or Form 103-CTP	-	\$	\$	\$
Final Assessed Value	=	\$	\$	\$

All vehicles used in farm or business and not subject to Excise Tax must be reported as depreciable personal property in the pools on Schedule A of Forms 102 or 103.

## 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 IC 6-1.1 et seq., as amended, and regulations promulgated with respect thereto.

Signature of authorized person	Date signed (month, day, year)	
Printed name of authorized person	Title	
Signature of person preparing return, if different than authorized person	Printed name of preparer	
Address of preparer (number and street, city and state)	County	ZIP code

## FILING REQUIREMENTS

**Property in more than one Taxing District** - Due to varying tax rates, a taxpayer who has property in two or more taxing districts within the same township must file separate returns in each district covering only property located in that district. [IC 6-1.1-3-10(b)]

**Duplicate Return Requirement** - Every taxpayer whose total combined assessed value of business personal property within a single taxing district is \$150,000 or more must file each return in duplicate including the confidential returns and schedule attached thereto. See 50 IAC 4.2-2-7(a). [IC 6-1.1-3-7(c)]

Total assessed value of business personal property filed in this taxing district is:  \$150,000 or more  Less than \$150,000

Were expenditures made since March 1 of last year for improvements on any real estate owned, held, possessed, controlled or occupied by the taxpayer in the township wherein this return is filed?  Yes  No

If Yes, attach a statement setting forth: Name of owner, location of real estate and explaining nature, cost, date construction of improvements was begun and date construction was completed. If not completed as of March 1, state the percentage completed at that time. (IC 6-1.1-5-13)

## PENALTIES FOR FAILURE TO FILE COMPLETE AND ACCURATE FORMS

Failure to file a return on or before the date, as required by law, will result in the imposition of a twenty-five dollar (\$25.00) penalty. In addition, if a return is not filed within thirty (30) days after such return is due, a penalty equal to twenty percent (20%) of the taxes finally determined to be due with respect to the property which should have been reported will be imposed. A personal property return is not due until the expiration of any extension period granted by the township assessor under IC 6-1.1-3-7(b).

If the total assessed value that a person reports on a personal property return is less than the total assessed value that the person is required by law to report and if the amount of the undervaluation exceeds five percent (5%) of the value that should have been reported on the return, then the county auditor shall add a penalty of twenty percent (20%) of the additional taxes finally determined to be due as a result of the undervaluation.

In completing a personal property return for a year, a taxpayer must make a complete disclosure of all information relating to the value, nature or location of personal property owned, held, possessed or controlled on the assessment date [IC 6-1.1-3-9(a)], and information relating to improvements made since the preceding assessment date to real property owned, held, possessed or occupied. (IC 6-1.1-5-13) This information would include, but not be limited to, completion of the heading and related information, answers to all questions and entries on all of the appropriate lines on the face of the return. If such information is not provided, the taxpayer will be contacted and directed to provide that information. In addition, a penalty of twenty-five dollars (\$25.00) may be imposed. [IC 6-1.1-37-7(d)]

The above penalties are due on the property tax installment next due for the return, whether or not an appeal is filed with the Indiana Tax Court with respect to the tax due on that installment. [IC 6-1.1-37-7(f)]