



Marion County Assessor

Greg Bowes

Dear Business Owner or Exempt Organization:

Pursuant to statute, the enclosed **Business Tangible Personal Property Return (Form 104)** has been provided for the business or organization listed (*see* Ind. Code § 6-1.1-3-6). According to our records, you are the owner or administrator responsible in Marion County for this filing. If however the business or organization closed or moved prior to March 1, 2009, please send us a signed letter stating the date it closed or moved out of Marion County. Failure to do so will result in an arbitrary assessment, with fines and/or penalties.

As an owner of a business in the state of Indiana on March 1st, you are required by statute to file annually on any assets owned, controlled, possessed or held for use in that business (*see* Ind. Code § 6-1.1-3-7(a)). "Business Tangible Personal Property" would include equipment, assets or tools necessary to operate your business but would NOT include real property. Examples of such property would include, but not limited to: computers; peripherals; desks; chairs; phone systems; tools; machinery; and other depreciable items. **All exempt organizations** (churches, not for profits, etc) are **also required to file** a personal property return concerning its equipment, assets and tools.

While the assessment date is March 1st, the filing deadline is **May 15th, 2009** (*see* Ind. Code §§ 6-1.1-1-2 and 6-1.1-1-7). In addition to filing Form 104, businesses are also required to file other relevant forms including, but not limited to:

- Form 102 Farmer's Tangible Personal Property Assessment Return
- Form 103 S Business Tangible Personal Property Return
- Form 103 L Business Tangible Personal Property Assessment Return
- Form 103 N Information Return of Not Owned Personal Property
- Form 103 O Information Return of Owned Personal Property
- Form 106 Schedule of Adjustments to Business Tangible Personal Property Return

Copies of those and other relevant business personal property forms can be obtained from the Marion County Assessor's website (<http://www.indy.gov/Assessor>) by choosing the link for "Business Personal Property Forms and Information" located on the right hand side of the page. All relevant state forms are also available from the Indiana Department of Local Government Finance's (DLGF) website (<http://www.in.gov/dlgef>).

Filers will be required to provide the taxpayer's: 1) legal name; 2) **Federal Identification Number**, or the last 4 digits of the owner's Social Security number; 3) name under which it conducts its business; 4) nature of that business as well as its corresponding six digit North American Industry Classification System (**NAICS**) **number**; and 5) mailing address. The appropriate NAICS number for your business is available at <http://www.naics.com/search.htm>. While the preceding information won't change for an individual item of business personal property, the physical location may vary.

All of Marion County's Township Assessors were abolished in 2008. Nevertheless, multiple taxing districts within the county remain, as well as in every individual township. As a result, the taxpayer must include the **physical location (county, township and street address)** of all items of business personal property as well as the corresponding **DLGF taxing district name and number**. Consolidated returns will **NOT be accepted UNLESS** this information is provided in **FULL** (*see* Ind. Code § 6-1.1-3-7). **To obtain the DLGF taxing district name and number** for a business, please visit the Marion County Assessor's website

(<http://www.indy.gov/Assessor>) and choose the link for “Business Personal Property Forms and Information” located on the right hand side of the page.

All forms must be signed and completed in their entirety, as well as submitted or postmarked in a timely manner, to avoid any fines and/or penalties. All leased equipment must be accounted for in the filings of both the lessor and the lessee. Failure to complete the appropriate forms could result in the wrong person being assessed for this property and could also result in fines and/or penalties for non-compliance with Indiana state law. Finally, if your return lists an assessed value greater than \$150,000.00, two (2) copies must be filed with our office (*see* Ind. Code § 6-1.1-3-7).

Please submit all correspondence and returns to:

**MARION COUNY ASSESSOR
P.O. BOX 7015
INDIANAPOLIS, IN 46207-7015**

If you have any questions, see Frequently Asked Questions found below, or call the Personal Property Assessment Division at

(317) 327-4631

FREQUENTLY ASKED QUESTIONS

May I obtain assistance from the Marion County Assessor’s Office in completing these forms?

The Assessor’s Office will audit your work to assess your compliance with state law. Therefore, it is inappropriate for our office to assist you in completing these forms and complying with the law. Please consult with a tax professional (i.e. CPA, attorney, etc...) if you require assistance.

What if I incorrectly fill out the return or fail to file it with the Marion County Assessor’s Office?

This is a self assessment. Failure to file, or the discovery of omitted or undervalued personal property, authorizes the Assessor to audit the business to correctly assess the value of its property OR, as an alternative to the audit, estimate the value of the property and arbitrarily assess, with fines and/or penalties, the owner accordingly. Form 113 Notice of Assessment by Assessing Officer would be provided to the owner, who would then have 45 days to dispute this assessment or file a return. Fines and/or penalties would also apply and cannot be waived.

Is the Final Assessed Value what I will owe?

No - a “Tax Rate” is established by the Department of Local Government Finance. This tax rate is multiplied by you Final Assessed Value to obtain the amount of tax due.

How do I obtain a copy of a previous filing?

All business personal property information filed is **CONFIDENTIAL**. If you need to obtain a copy of a previous year’s return, you must make this request in writing on company letterhead with an authorized signature. Please contact the appropriate office listed below to obtain your business’s records.

OFFICE LOCATIONS

North District Office (serving **Lawrence & Washington** Townships) 2188 E 54th St, Ph: 327-4819

East District Office (serving **Warren** Township) 501 N Post Rd, Ste B, Ph: 327-8888

South District Office (serving **Franklin & Perry** Townships) 5319 S Emerson Ave, Ste D, Ph: 327-4191

West District Office (serving **Decatur & Wayne** Townships) 351 N Transfer Dr, Ph: 273-4130

Main Office (serving **Center & Pike** Townships) 200 E Washington St, Ste 1360, Ph: 327-4631