

MARION COUNTY ASSESSOR

2009

BUSINESS PERSONAL  
PROPERTY

TAXPAYER GUIDE



**FEATURED INSIDE...**

- *Frequently Asked Questions*
- *Business Personal Property Calendar Year*
- *Penalties*
- *What Form Should I Use?*
- *And much more!*

## FREQUENTLY ASKED QUESTIONS

Who is required to file a Business Personal Property Tax Return?  
**All businesses, including churches and non-profit organizations, must file these forms every year.**

What is Business Personal Property tax?  
**This is a State of Indiana requirement for anyone doing business as of March 1<sup>st</sup> of a given year.**

What is Business Tangible Personal Property?  
**All property used in a business. Vehicles used in business, not subject to excise tax, must be reported.**

What Business Tangible Personal Property do I need to claim?  
**Any assets or tools necessary to operate your business including computers, desks, tools, machinery, etc.**

How do I determine the cost of Business Tangible Personal Property?  
**This is a self assessment. The cost is the fair market value of the asset.**

Where can I find the forms to file?  
**The Assessor will mail Form 104 to you. See pages 6-7 of this guide for more information about what forms to file and where to get copies.**

When am I required to file this Return?  
**The return must be filed no later than May 15<sup>th</sup> of the current year.**

Where do I send the Return?  
**See page 11 of this guide for convenient locations.**

What if I incorrectly complete the Return?  
**This is a self assessment. You decide what your assets are. If there are math errors, they will be corrected and you will be notified.**

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How much will this cost me?  
**A "tax rate" is established by the DLGF and then applied to your "total true tax value" to obtain the tax due.**

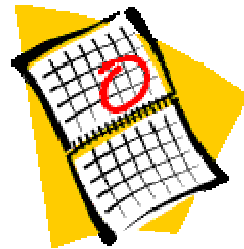
What is a "NAICS" and how would I find it?  
**It stands for North American Industry Classification System. It is used in classifying business establishments.**  
[www.naics.com](http://www.naics.com)

What if I do not file?  
**If you do not file, the Assessor will either add a percentage to the last filing or arbitrarily determine an assessed value. You will be notified of this value and have forty-five (45) days to appeal and/or file. Any late filing penalties will remain.**



What is a FEDERAL IDENTIFICATION NUMBER?  
**An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit organizations, trusts and estates, government agencies, certain individuals and other business entities. If you applied for a Business License, the number would be on it. If not, you may use the last four (4) digits of your Social Security Number.**

**DATES TO REMEMBER**



January 15—Assessment date of mobile homes

February 14—Form 2 mailed (Notice of Assessment of Mobile Homes)

March 1—Assessment date of personal property

March 15—Mail letter/forms to taxpayers

May 15—Due date for personal property forms

November 15—Amended return deadline

**PENALTIES**

Taxpayer timely filed .....	None
Filed between 5/16 and 6/14 .....	\$25
Filed after 6/14 .....	\$25 + 20%
Taxpayer did not file.....	\$25 + 20%
Filed but not compliant with state.....	\$25
Late and not compliant.....	\$25 + \$25
Filed after 6/14 & not compliant.....	\$25 + 20% + \$25



**Non-compliance** is filing an incomplete or erroneous return.  
Note: The Assessor CANNOT waive penalties.

### What Forms Should I Use???

**EVERY** business (including non profits & churches) must file Form 103. Choose either long or short:

Form 103-Long, use this form IF

- Your business does any manufacturing
- Your assessment is more than \$150,000
- You have been granted any abatements (this does not include the Investment Deduction)
- You will be claiming any special adjustments (permanently retired equipment, special tooling, etc)

Form 103-Short, use this form IF

- Your assessment is less than \$150,000
- Your business does not do any manufacturing

**EVERY** taxpayer must file Form 104. This is a cover sheet and the only form available for public record. (Please note all other forms will be CONFIDENTIAL per IC 6-1.1-35-9.)

#### DOES YOUR BUSINESS LEASE EQUIPMENT?

Do you lease a copier, postage machine, or any other office equipment?

If so, all leased equipment must be filed on Form 103-N (include this form with a 103-Long & 104)

Those companies from whom you lease will file forms with us as well; we just want to make sure everything matches up!

#### IS YOUR BUSINESS DISPOSING OF OLD EQUIPMENT?

Let us know by filing a Form 106 with your Forms 103-Long & 104

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#### IS YOUR BUSINESS A CHURCH OR NON PROFIT ORGANIZATION?

File Form 136, Application for Property Tax Exemption!

- ◇ Churches only need to file once, unless they move or change their name
- ◇ Non Profit organizations must file the first year and every even year after that
- ◇ You CAN file your Form 136 with your business property return
- ◇ You must still file Form 104 and Form 103.

#### IS YOUR BUSINESS FARMING?

Farmers must file Form 102 with their Form 104. Farmers do

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### Where Can I Find These Forms?



Marion County Assessor  
[www.indygov.org/assessor](http://www.indygov.org/assessor)



Department of Local Government Finance  
[www.in.gov/dlgf](http://www.in.gov/dlgf)



Forms are also available at each of our convenient locations, which are listed on page 11 of this guide.

**FORM 113/PP****DID YOUR BUSINESS RECEIVE A FORM 113/PP?**

Here's why: We did not receive business property forms for that assessment year. We assessed your business property on your behalf, with non-filing fines and penalties.

What now?

- 1) It is not too late to file! You have thirty (30) days from the date on Form 113/PP to file a return with our office.
- 2) You can appeal. You have forty-five (45) days from the date on the form to appeal the arbitrary assessment.
- 3) You can do nothing. After the 30/45 day windows have passed, the assessment will stand with fines and penalties.

**How to Obtain a Copy of a Previous Year's Return**

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 one of our offices listed on page 11 of this guide to determine which office will have your business's records.

**NOTABLE NOTES**

- 1) Regulation 16, which is 50 IAC 4.2, is also known as the "Personal Property Manual" and contains the rules and regulations for the assessment of tangible personal property in the state.
- 2) Inventory is exempt. During the 2008 legislative session, a law was passed that eliminated inventory from the definition of personal property. The law change replaced the 100% inventory deduction and eliminated the need for taxpayers to report inventory.
- 3) Department of Local Government Finance requires that taxpayers use the six (6) digit NAICS number. This code number appears on taxpayer's Federal Tax Return.
- 4) If you know your township or taxing district, please put it on the return.
- 5) Assessors do not have the authority to file a return for the taxpayer.
- 6) Taxpayers MUST sign the return.
- 7) Amended returns can be filed by taxpayers by submitting a new return and writing AMENDED on top of the pages. Taxpayer may only amend the original return **one** time. Taxpayer has until November 15th to amend the return.
- 8) Real versus Personal Property. See 50 IAC 5.2-4-10.

Department of Local Government Finance provides instant access to publications, memos, tax rates, forms, and contact information for local officials and more via their website: [www.in.gov/dlgf](http://www.in.gov/dlgf)

## MOBILE HOMES

To determine the value of mobile homes, we use NADA guidelines based on year, model and square footage. We also take into consideration the park you reside in as well as any external features (decks, sheds, canopies, etc.) You will receive notice every February with the most current assessed value. It is up to you to keep your homestead and mortgage deductions current.

[www.nada.com](http://www.nada.com)



## WHAT ABOUT MY RECREATIONAL VEHICLE?

In the past, taxpayers reported their recreational vehicles, snowmobiles, and human powered watercrafts to the Assessor on Form 101 and paid personal property taxes. As of March 1<sup>st</sup>, 2009, this is no longer the case. Beginning in 2010, you will pay excise taxes to the BMV when you plate these vehicles. It is no longer necessary to file a Form 101 with our office.

## Locations for Business Personal Property Returns

Marion County Assessor  
PO Box 7015  
Indianapolis, IN 46207-7015

North District Office  
serving Lawrence & Washington Townships  
2188 E 54th Street  
317-327-4819

East District Office  
serving Warren Township  
501 N Post Road, Suite B  
317-327-8888

South District Offices  
serving Franklin & Perry Townships  
5319 S Emerson Avenue, Suite D  
317-327-4191

West District Office  
serving Decatur & Wayne Townships  
351 N Transfer Drive  
317-273-4130

Main Office  
serving Center & Pike Townships  
200 E Washington St, Ste 1360  
317-327-4631



## Marion County Assessor

Business Personal Property  
200 E Washington Street, Suite 1360  
Indianapolis, IN 46204

Phone: 317.327.4631

Fax: 317.327.4639

[www.indygov.org](http://www.indygov.org)