Frequently Asked Questions

Personal Property Online Portal for Indiana ("PPOP-IN")

December 2, 2020

Access

- How will a user gain access to PPOP-IN?

Each user (assessing official, taxpayer, and agent) will need to register for access with a two-step process. First, users will need to register on Access Indiana for an account. Second, users will register in the PPOP-IN system in January 2021.

- Will each username only be allowed to view that specific county's returns?

Yes, each user will be approved for a specific county/township.

- Will more than one person in the office be able to work in the online system at the same time.

All users can be using the PPOP-IN system at the same time.

- Is an agent or CPA/preparer different user types?

An agent and CPA/preparer are the same role in the PPOP-IN system. They are a party that can file on the Taxpayers behalf.

Amendments

- Can users make amendments?

Yes, the customers will be able to amend filings after our second release.

Dates

- Does the received date and signed date automatically populate when they are downloaded?

Yes, the date signed, and the date submitted is auto-populated by the system.

Deadline

- Will there be an automatic cutoff date of May 15?

Original filings will be allowed at any time. Amended returns will not be allowed after the amended due date if the original return was filed timely.

- Will you be accepting filings after the deadline or will the system automatically reject them?

Original filings will be allowed at any time. Amended returns will not be allowed after the Amended due date if the original return was filed timely.

- If a filer waits until May 15 to file and it is rejected, then would/could it be considered late?

It is up to the county official to determine if a filing is considered late.

Duplicates

- Will the system catch duplicate filings?

At this time, the system will not prevent duplicate filings. The Department will consider this for a future enhancement.

Fees

- What is the fee structure for taxpayers and tax reps?

The first year's filing fee has been waived. A fee structure for future years has not been determined at this time. Suggestions are appreciated.

- Maybe a fee should be added to their filing for NOT using the online system, instead of for using it. It makes more sense from a taxpayer standpoint because there's a reasonable explanation as to why you're being charged. More work must be done if not filing online.

The first year's filing fee has been waived. A fee structure for future years has not been determined at this time. Suggestions are appreciated.

FEIN

- I see a federal ID number is required. What if the business does not have a FEIN?

A business can use the last four digits of their Social Security Number if they do not have a FEIN number.

Fields

- Are the red highlighted fields required?

Yes, red indicates a field is required.

- Will it save your information if you need to go back and forth between sections?

Yes, the system is designed to save your data unless you change the base forms (102, 103-Short, or 103-Long.)

- Is the phone number a mandatory field?

Yes, a phone number is a mandatory field for the preparer in the signature section. The user's profile has a field to provide their contact information.

- Is the email address a mandatory field?

Yes, email is a mandatory field for the preparer in the signature section.

- Will PPOP-IN allow users to place "VARIOUS" in the location address?

Users are required to place the address of the property with the greatest acquisition costs.

- Will a filing be rejected if a $40,000 cost exemption is checked and they enter a value in the pools section?

The DLGF wanted the ability for users to still use section V to report values so they could be audited for accuracy. A $1,000 cost for this location would not be rejected since this taxpayer may have other locations within the county with a total of over $40,000.

- Will it catch if the taxpayer reported equipment on the wrong line?

At this time, the system does not check the line numbers to make sure the line numbers are accurately reported.

- Where do you put the cost amounts in the pools?

There is a specific cost column in the pools section (Column A.)

Filings

- If we receive a paper form in our office, are we required to enter the information in PPOP-IN?

No, assessors should not enter a paper filing into the PPOP-IN system. Paper filings should only be entered into their CAMA system.

- The paper filings that are filed in CAMA, will those be uploaded to this program?

No, filings loaded directly into CAMA outside of the PPOP-IN system will not be available in the PPOP-IN system.

- If there are some filings manually entered into CAMA and some filings that are in PPOP-IN—how would we go about Balancing and rolling these values to the auditor?

Since all filings from PPOP-IN will be loaded into your CAMA system there should not be a balancing issue.

- Will XSoft users be able to upload the documents/forms directly into the parcels without individual data entry.

The data will be available after accepting the return to export to your CAMA system.

- Will these filings integrate with XSoft?

All data will be able to be exported out of PPOP-IN and imported into any vendor's software.

- A lot of accountants have software that generates these forms. Will their software be able to upload to this program?

The desire is to add the ability for companies to transfer info into PPOP-IN using their internal software; however, it is not currently available.

- Will the information carry over to the next year pooling info, name, and address?

Yes, users would have the option of carrying data over year to year if they filed in the PPOP-IN system the previous year.

- If the company has personal property in more than one township, do they submit a form for each township?

Yes, a filing will be needed for each specific township.

- Can filers copy/duplicate a filing and just change the assessed value, etc.

No, filers are unable to duplicate a filing. This will be considered for a future enhancement.

- What if a filer does not know their township?

There is a link in the forms to assist the user in finding their township.

Forms

- I would like to suggest the ERA forms be added.

Thank you for this suggestion. It will be considered for a future enhancement.

- With ERA forms- the filer would put their information in for these and then we would confirm we have received the approved CF-1's the designating body?

ERA forms are not included in the current version of PPOP-IN. Please continue to follow the current process outside of the PPOP-IN system.

- Can a user submit their own type of 103 N or O can they attach that in that upload section?

Yes, the preparer can skip section VI and attach a file with the lease information.

- Is there an option for the Outdoor signs - since they have a separate schedule?

At this time, the system does not include that specific option but will be evaluated as a potential enhancement.

NAICS

- Will it reject invalid or old NAICS numbers?

The system does not currently reject bad NAICS numbers.

Notification

- Is there a confirmation that the person will receive so there would be proof of filing?

The taxpayer and agent will receive an email letting them know that a filing status has changed.

- Does the system give a warning if the new filing is different from the previous year's filing?

Currently, the system does not reference past year's filings.

- How does the assessing staff receive notification or an alert of some kind there are files to be downloaded?

Assessors will receive a daily email of all filings submitted each day.

Rejection

- Will a rejection status, notify a taxpayer or will they need to recheck it on their own?

Taxpayers and agents will receive an email letting them know that a filing status changed.

- Is there any way to communicate with the taxpayer or agent on why it was rejected?

PPOP-IN will not currently inform them as to why.

- If we reject a filing and a taxpayer doesn't follow up, do we have any legal obligation, since they filed, and we rejected it?

Please follow current notification requirements for non-compliant filings.

- Do we need to send a 113/PP if we reject a filing?

It is recommended that you send a 113/PP.

- Can you send a 113 from PPOP-IN?

No, 113's are not currently part of the PPOP-IN system.

- Does the system provide a list of the taxpayers that were rejected?

At this time, the system does not provide a list of rejected filings.

Retention

- Do we need to keep hard copies of the filings?

If the filing was submitted in paper form, you will need to follow retention requirements. If the filing was submitted in PPOP-IN, you are not required to print them as the PPOP-IN system will retain them following retention guidelines.

- So, after it is accepted, it goes in the Reports file?

Yes, after filings are accepted, they become available in the CSV report to be exported into your CAMA system.

- Can we upload previous years into the system?

At this time, only new filings will be in the PPOP-IN system.

Support

- If taxpayers and accountants have questions, where should we send questions?

Local Assessing Officials will answer questions on filings and DLGF will provide technical support of the application through support@dlgf.in.gov or (317) 232-3777.

Signatures

- Are signatures required?

Electronic signatures are required before submitting a filing. No physical signature is required.

- Assuming it is a digital signature, how does this work if they come into the office asking to see their filing?

A filing can be reviewed digitally with the taxpayer or you can print off a copy of the filing.

Questions or comments may be directed to Assessment Division Director Barry Wood at (317) 232-2762 or Bwood@dlgf.in.gov.