Completing a Property Tax Filing

The Indiana Personal Property Online Portal (PPOP-IN) allows taxpayers and their authorized agents to complete and submit business personal property tax forms online. This Quick Reference Guide (QRG) provides step-by-step instructions on how to open, complete, and submit an in-progress business personal property tax filing for a client who has authorized you to file on the client's behalf.
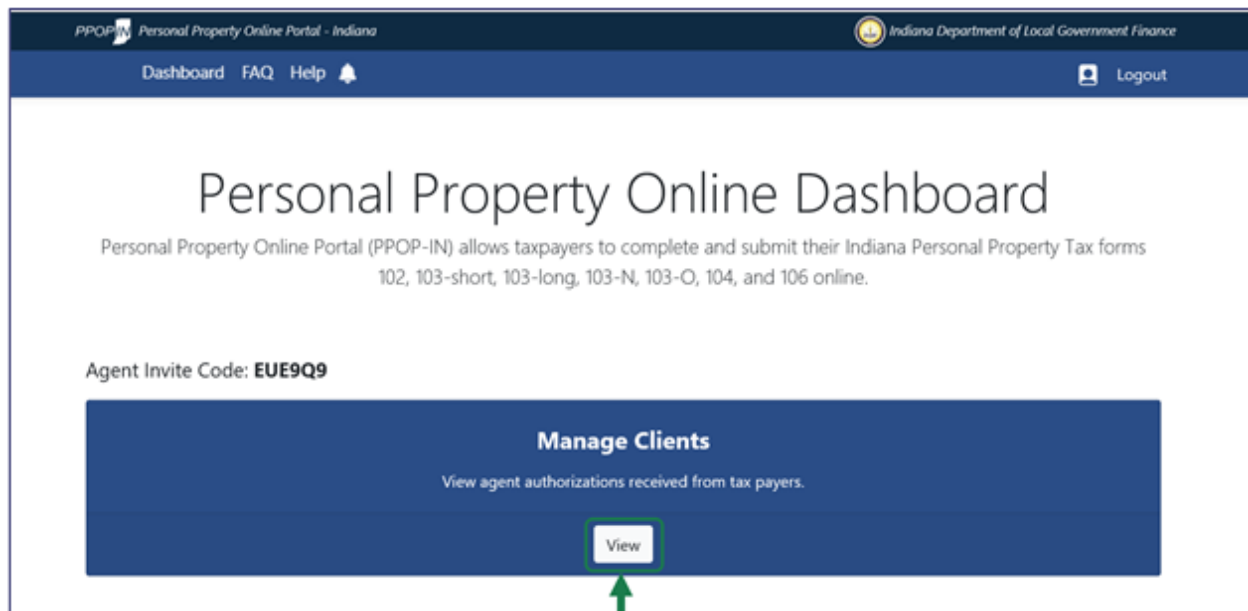
> **For instructions on how to start a new property tax filing, view the *Starting a New Personal Property Tax Filing* QRG.**

Opening an In-Progress Tax Filing

To open and complete an in-progress tax filing, follow these steps:

1. Log in to PPOP-IN (https://www.ppopin.in.gov/).

2. Click the **View** button on your Dashboard (see Figure 1).

Figure 1: Dashboard – View Button

The *View Taxpayers* page appears (see Figure 2).

3. Locate the Taxpayer's name on the Taxpayer table.

4. Click the **Select** button in the **Actions** column for the Taxpayer.

Figure 2: View Taxpayers Page

A confirmation message appears asking if you want to select the Taxpayer (see Figure 3).

5. Click the **Confirm** button.

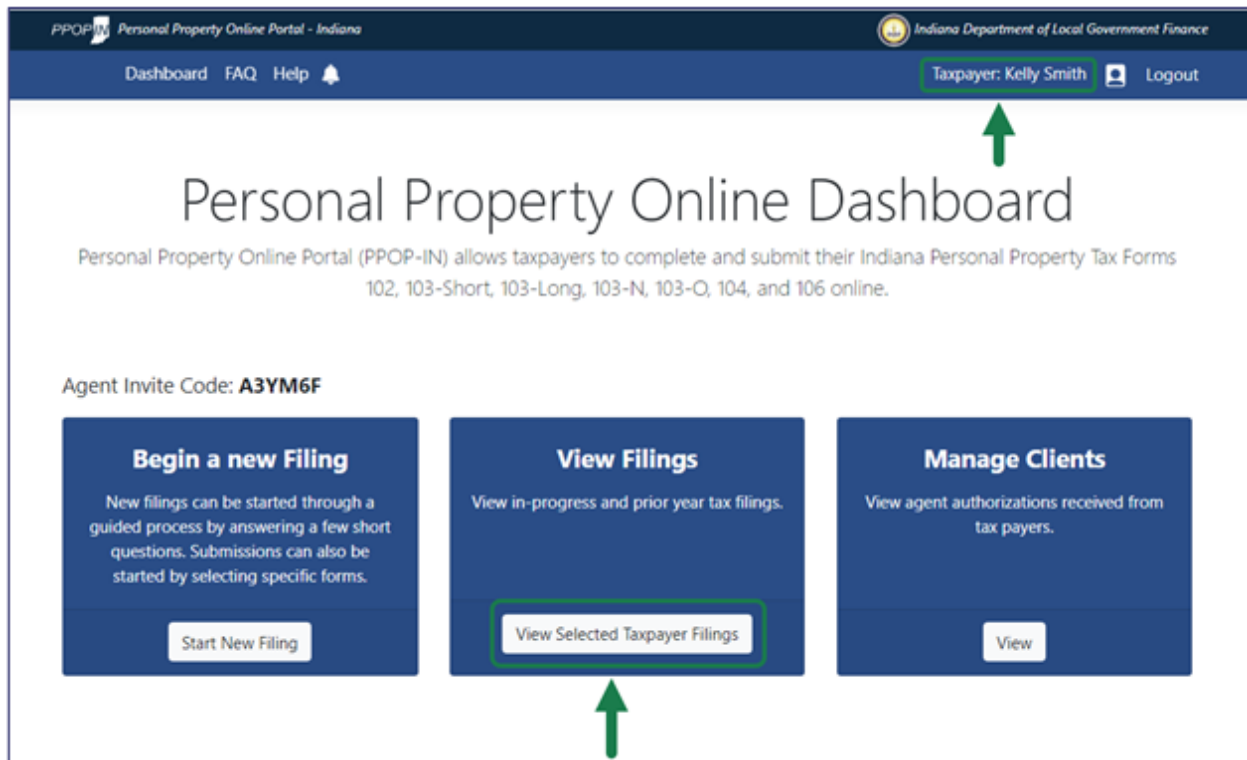*Figure 3: Confirm Action Message – Select Taxpayer*

The selected Taxpayer's dashboard appears (see Figure 4).

6. Click the **View Selected Taxpayer Filings** button on the Taxpayer's dashboard.

Figure 4: Selected Taxpayer's Dashboard – View Filings

Note: The selected Taxpayer's name appears in the upper right on the blue navigation bar.

The *Filings* page appears with a list of tax filings for the selected Taxpayer (see Figure 5).

7. Click the **Open** button in the **Actions** column for the tax filing you want to open.

Figure 5: Filings *Page for Selected Taxpayer – Open Button*

A confirmation message appears asking if you want to open the filing (see Figure 6).

8. Click the **Confirm** button.

Figure 6: Confirm Action Message – Open Filing

The *Review Filing* page appears for the selected tax return. The red text shows sections of the tax filing that still need completion. The **Forms/Sections** legend on the right of the page displays your progress and provides direct hyperlinks to the tax forms. A red exclamation point indicates forms and sections that still need completion (see Figure 7).

Figure 7: Review Filing *Page*

On the *Review Filing* page (see Figure 8), follow these steps:

9. Note the first area containing red text indicating incomplete information.

10. View that area in the **Forms/Sections** legend.

11. Click the black arrow of the first section of a form that requires completion to open the subsections underneath.

12. Click the hyperlink to open the first section that requires completion.

Figure 8: Review Filing – Complete Forms

The *Complete Form* page opens for the selected form. Incomplete areas are marked with red asterisks, red borders around fields, and red exclamation points (see Figure 9) and indicate the following:

a. A red asterisk indicates a required field.
b. A red border around a field indicates that the field must be completed before moving on to the next page or section.
c. A red exclamation point indicates missing required information in that area of the form.

13. Enter all the required information on the form.

14. Click the **Next** button at the bottom of the page.

Figure 9: Complete Tax Form

Note: Clicking the Next button automatically saves the information in PPOP-IN.

Completing a Tax Filing

To complete a tax filing, follow these steps:

1. Continue entering all required information on each form.

2. Click the **Next** button on each page until all forms are complete. After entering information in each required field, the border around the field will turn gray (see Figure 10).

Figure 10: Completed Field – Gray Border

After entering all the required information on each form, the red exclamation point in the
Forms/Sections legend turns to a green check mark to indicate completion
(see Figure 11).

Figure 11: Completed Form/Sections – Green Check Marks

Adding Attachments

To complete the tax filing on the *Attachments* page (see Figure 12), follow these steps:

1. Upload any further supporting documents as attachments using one of the following two methods:

    a. Click the gray area to open a window to locate the file(s) on your computer.

        i.   Click on the file to highlight it.
        ii. Click the **Open** button in the upload window. The file will appear on the *Attachments* page.

    b. Drag-and-drop your files to the gray area to upload them. The attachments will appear below the gray upload area on the *Attachments* page.

2. Select the type from the drop-down menu.

3. Click the **Next** button when you have finished uploading the documents.

Figure 12: Attachments Page
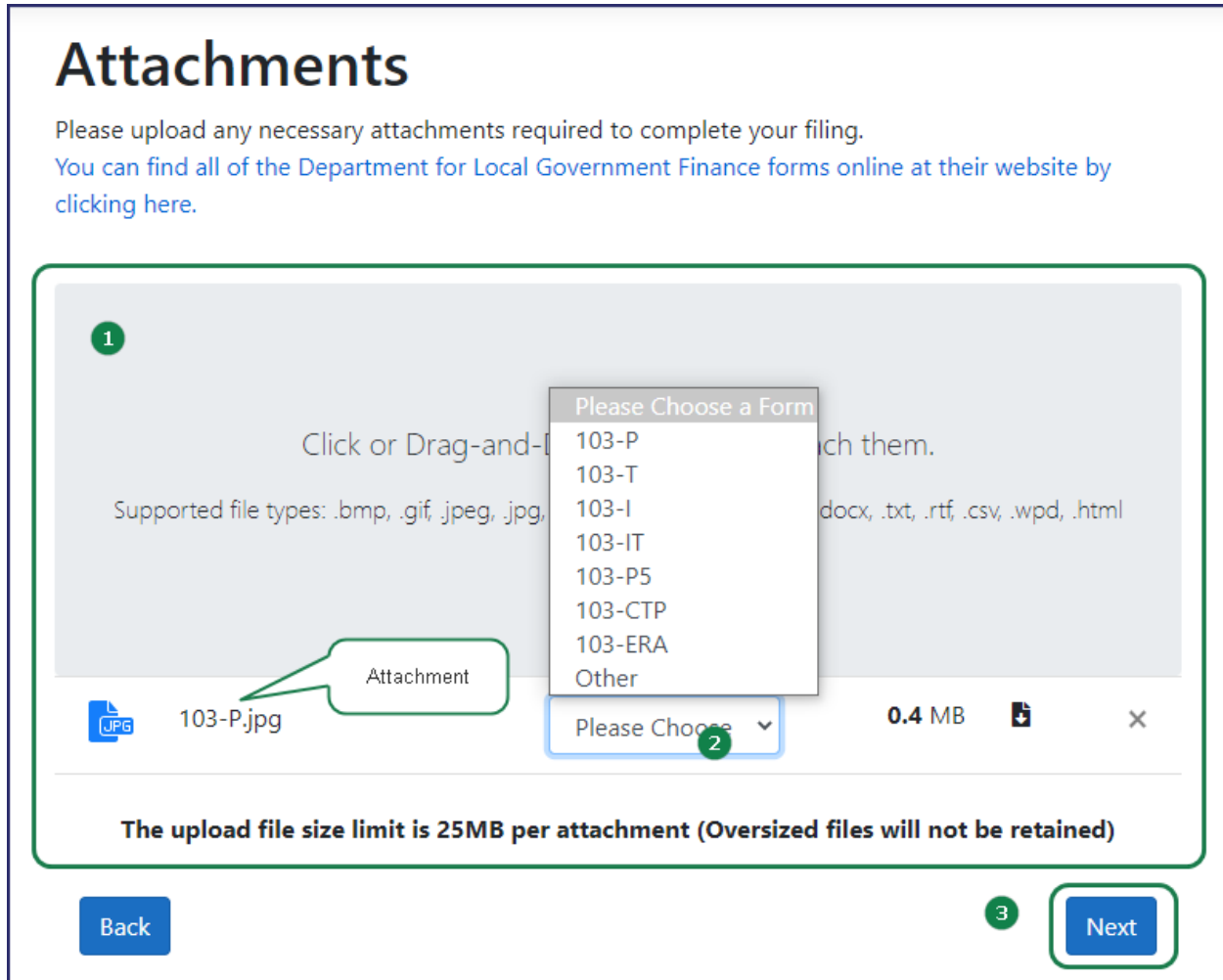
Signing Your Filing

After attaching all documents, the *Signature* page appears (see Figure 13).

Read the Legal Disclaimer, then follow these steps:

1. Sign with your full name to indicate you are signing all the documents and forms for the filing.

2. Complete all information on the *Signature* page.

3. Click the **Next** button at the bottom of the page.

Figure 13: Signature *Page*

The *Payment* page appears. Note that the convenience fee has been temporarily waived. No payment is required (see Figure 14).

4. Click the **Next** button.

Figure 14: Payment Page

Submitting Your Tax Filing

The *Review Your Filing* page appears (see Figure 15). To submit your tax filing, follow these steps:

5. Confirm that you have completed all forms on the *Review Your Filing* page.

6. Ensure that there are green check marks next to each section listed in the **Forms/Sections** legend showing that they are complete.

7. Provide missing information if needed.

8. Download your filing as a PDF, view your filing, or download attachments if desired.

9. Click the **Next** button.

Figure 15: Review Your Filing *Page*

The *Submit Your Filing* page appears (see Figure 16).

10. Type the Personal Property Identification Number (PPID) for the property being assessed in the PPID field. For information on how to locate the PPID see the PPID section.

Note: If this is the first year that the property is subject to assessment/taxation, leave the field blank. A unique PPID will be assigned by a local assessing officer after submission.

11. Click the **Submit** button to submit your filing.

Figure 16: Submit Your Filing Page

Note: On the *Submit Your Filing* page, you have another opportunity to download your tax filing as a PDF, view your filing, and download attachments.

PPID

The Personal Property Identification Number (PPID) for a property can be found through the following sources:

a. A copy of the prior year's personal property filing
b. A copy of the most recent personal property tax bill
c. An annual notification of the requirement to file from the county assessor (e.g., pre-populated forms, postcard, and e-mail)
d. An online search of the county's tax and billing Web portal
e. Contacting your township or county assessor

After clicking the **Submit** button on the *Submit Your Filing* page, a message box appears asking if you are sure you want to submit your filing (see Figure 17).

12. Click the **Submit Filing** button if you are ready to submit.

13. Click the **Close** button if you are not ready to submit. Your work will be saved so you may return to it later.

Figure 17: Submit Your Filing Confirmation

A *Submit Your Filing* confirmation page appears confirming your submission and providing the date and time of submission (see Figure 18).

Figure 18: Submit Your Filing *Confirmation Page*

You will also receive a confirmation e-mail stating that your tax filing has been successfully submitted for review.

> **For instructions on how to start a property tax filing, view the *Starting a New Personal Property Tax Filing* QRG.**

> **Click the *Help* hyperlink on the blue navigation bar to access Job Aids, QRGs, and other documents.**