



# Department of Local Government Finance

## Personal Property

2025 Level II Tutorials



# Personal Property

- You are going to take a look at how business tangible personal property is pooled into our pooling system.
- The pooling system is found on the Form 103 Long Form, Schedule A. (provided at the end of this program)
- There are four (4) separate pools and are established as follows:



# Personal Property

- Pool # 1: this pool is for assets with a Federal Tax Life of one (1) to four (4) years.
- Pool # 2: this pool is for assets with a Federal Tax Life of five (5) to eight (8) years.
- Pool # 3: this pool is for assets with a Federal Tax Life of nine (9) to twelve (12) years.
- Pool # 4: this pool is for assets with a Federal Tax Life of thirteen (13) years and longer.



# Year of Acquisition for Personal Property

- On May 6, 2015, Governor Pence signed into law Senate Enrolled Act 374-2015 (“SEA 374”). Effective July 1, 2015, section 2 of SEA 374 introduces IC 6-1.1-3-22.5 concerning how to determine the year of acquisition for depreciable personal property for purposes of filing personal property returns under IC 6-1.1-3. The year of acquisition for depreciable personal property is the fiscal year determined according to the following guidelines:
  - (1) For personal property acquired after January 1, 2016, the fiscal year beginning January 2 and ending January 1.
  - (2) For personal property acquired after March 1, 2015 and before January 2, 2016, the fiscal year beginning March 2, 2015 and ending January 1, 2016.
  - (3) For personal property acquired before March 2, 2015, the fiscal year beginning March 2 and ending March 1.



# Pooling of Assets

- There are four (4) things you need to know and do to pool assets. This information can be determined by reviewing the taxpayer's depreciation schedule. (See next slide for sample depreciation schedule)
1. Identify what is Personal Property
  2. Determine the Federal Tax Life
  3. Determine the Federal Tax Date of Acquisition
  4. Determine the Federal Tax Cost



# Federal Depreciation Schedule

Joe's Manufacturing Company			
Asset Description	Federal Tax Cost	Federal Tax Life	Federal Acquisition Date
Press	\$ 100,000	7	6/2/2021
Conveyor	\$ 50,000	7	2/23/2017
Delivery Truck	\$ 45,000	3	4/15/2013
Fork Lift	\$ 40,000	5	9/30/2019
Cutter Machine	\$ 65,000	8	12/4/2022
Building	\$ 225,000	30	1/15/2013
Totals	\$ 525,000		



# Pooling of Assets

- The next step is to analyze the depreciation schedule and identify the depreciable personal property assets.
- Also, you will want to identify assets such as real property and excise vehicles.
- See next slide for an example. The depreciable personal property assets have been highlighted in yellow.



# Pooling of Assets

Identify what is Personal Property (assets highlighted in yellow)

<b>Asset Description</b>	<b>Identify Personal Property</b>	<b>Federal Tax Cost Basis</b>	<b>Federal Tax Life</b>	<b>Date Acq.</b>
<b>Press</b>	<b>Personal</b>	<b>\$ 100,000</b>	<b>7</b>	<b>6/2/2022</b>
<b>Conveyor</b>	<b>Personal</b>	<b>\$ 50,000</b>	<b>7</b>	<b>2/23/2018</b>
<b>Delivery Truck</b>	<b>Excise Tax</b>	<b>\$ 45,000</b>	<b>3</b>	<b>4/15/2013</b>
<b>Fork Lift</b>	<b>Personal</b>	<b>\$ 40,000</b>	<b>5</b>	<b>9/30/2020</b>
<b>Cutter Machine</b>	<b>Personal</b>	<b>\$ 65,000</b>	<b>8</b>	<b>12/4/2023</b>
<b>Building</b>	<b>Real</b>	<b>\$ 225,000</b>	<b>30</b>	<b>1/15/2013</b>





# Pooling of Assets

- Once you have identified the depreciable personal property costs you are now ready to pool these costs. This is initially done by identifying the federal tax life of each asset, this will determine which pool will be used.
- In the previous slide you will see the tax life for all assets were between 5 – 8 years which would represent Pool #2.
- The next slide represents Pool #2.



# Pooling of Assets

Pool 2 (5 - 8 Yr. Life)			Column A Total Cost	Column B Adjustments	Column C Adjusted Cost	TTV%	True Tax Value
1/2/2024	To	1/1/2025				40%	
1/2/2023	To	1/1/2024				56%	
1/2/2022	To	1/1/2023				42%	
1/2/2021	To	1/1/2022				32%	
1/2/2020	To	1/1/2021				24%	
1/2/2019	To	1/1/2020				18%	
Prior	To	1/2/2019				15%	
Total Pool Number 2							



# Pooling of Assets

- The next step is to pool each asset on the correct line based upon the acquisition date and cost.
- The next slide represents the corrected pooling schedule.



# Pooling of Assets

Following is the pooling of the depreciable assets that we determined were Personal Property in the previous slides

Pool 2 (5 - 8 Yr. Life)			Column A Total Cost	Column B Adjustments	Column C Adjusted Cost	TTV %	True Tax Value
1/2/2024	To	1/1/2025				40%	
1/2/2023	To	1/1/2024	\$ 65,000		\$ 65,000	56%	\$ 36,400
1/2/2022	To	1/1/2023	\$ 100,000		\$ 100,000	42%	\$ 42,000
1/2/2021	To	1/1/2022				32%	\$ -
1/2/2020	To	1/1/2021	\$ 40,000		\$ 40,000	24%	\$ 9,600
1/2/2019	To	1/1/2020				18%	\$ -
Prior	To	1/2/2019	\$ 50,000		\$ 50,000	15%	\$ 7,500
<b>Total Pool Number 2</b>			<b>\$255,000</b>		<b>\$ 255,000</b>		<b>\$ 95,500</b>



# Pooling of Assets

- From the pooling of the assets on the previous slide you arrived at a True Tax Value of \$95,500.
- What you have to do next is determine if this true tax value is above or below the 30% “Floor”.
- In pooling personal property, the taxpayer is not allowed to depreciate their personal property below 30% of adjusted cost in Column C.



# Pooling of Assets

- Therefore, you are required to take the higher of Column D or 30% of the Adjusted Cost in Column C.
- The adjusted cost in Column C is \$255,000. This value times 30% is \$76,500.
- The Column D value from Slide # 12 is \$95,500 and the 30% floor from above is \$76,500.
- The True Tax Value in Column D is the greater of the two which is \$95,500.
- \$95,500 would be the value carried to the front of the Form 103 Long Form and is the amount the taxpayer will pay taxes on.



# Personal Property

- The example that was just presented is a very simplified version of pooling assets and arriving at a True Tax Value for depreciable assets.
- As an assessing official you will not be involved directly with filling out the pooling schedules of taxpayers. However, you may need to review some schedules due to the taxpayer possibly not reporting properly.
- You as assessing officials, have the right to request that taxpayers present you with records to backup the amounts they have reported to you.



# Personal Property

- Some of the records you would request are as follows:
  - The latest Federal Tax Return
  - A detailed Depreciation Schedule
  - A Balance Sheet
  - General Ledger
- If you make any changes, as a result of this review, you must notify the taxpayer via a Form 113/PP.
- This form shows the original filing amount and the value you have established after reviewing the requested records.





**BUSINESS TANGIBLE PERSONAL PROPERTY ASSESSMENT RETURN**

State Form 11405 (R49 / 11-24)  
Prescribed by the Department of Local Government Finance

**FORM 103 – LONG**

**PRIVACY NOTICE**  
This form contains confidential information pursuant to IC 6-1.1-35-9.

**JANUARY 1, 2025**

For Assessor's Use Only

For taxpayers with less than \$80,000 in acquisition costs to report within the county, IC 6-1.1-3-7.2 exempts this property. If you are claiming this exemption, check this box, enter the total acquisition cost of your personal property in the county, and complete only sections I, II, and IV of this form. If you are claiming this exemption through this form, you must also file Form 104. If you filed a return and claimed this exemption in a previous assessment year and you continue to qualify for this exemption, no return is required.

\$ \_\_\_\_\_

If property is in more than one (1) location, what is the address for the location where the sum of acquisition costs for the property is greatest within the same county?

An exemption granted under IC 6-1.1-10, or any other statute supersedes this exemption. A taxpayer whose personal property is exempt because it was granted an exemption by the county must follow all applicable procedures for the approved exemption, which includes completing the personal property return. No return is required for a church or religious society if the return has been filed for five (5) consecutive years and continues to meet the requirements of a granted exemption.

**INSTRUCTIONS:**

1. Please type or print.
2. This form must be filed with the township assessor, if any, or the county assessor of the county in which the property is located not later than May 15, 2025, unless an extension of up to thirty (30) days is granted in writing for the county where the property has tax situs.
3. Form 104 must be filed with this return.

**SECTION I**

Name of Taxpayer		Name Under Which Business Is Conducted		Federal Identification Number *	
Nature of Business		DLGF Taxing District Name		DLGF Taxing District Number **	
NAICS Code Number ***	Township		County		
Address Where Property Is Located (number and street)			City	State	ZIP Code
Address to Which Assessment and Tax Notification Should Be Mailed (if different than above)			City	State	ZIP Code

\* An individual using his/her Social Security number as the federal identification number is only required to provide the last four (4) digits of that number. [IC 4-1-10-3]

\*\* Filers will need to contact the county assessor for assistance, as heavily populated areas may have several taxing districts within a single township. Additionally, taxing district names and taxing district number can be found at: <https://budgetnotices.in.gov/>.

\*\*\* NAICS - North American Industry Classification System - A complete list of codes may be found at [www.census.gov](http://www.census.gov). Note: Number appears on your federal income tax return.

**SECTION II**

1. Federal Income Tax Year Ends	2. Name Federal Return is Filed Under
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3. Form of Business:  Partnership or Joint Venture  Sole Proprietorship  Corporation  Estate or Trust  
 Other, describe: \_\_\_\_\_

4. Do you have other locations in Indiana?  Yes  No

5. Did you own, hold, possess, or control any leased, rented, or other depreciable personal property on January 1?  Yes  No (50 IAC 4.2-8)

6. Did you own, hold, possess, or control any Special Tools on January 1?  Yes  No If yes, complete Form 103 - T. (50 IAC 4.2-6-2)

7. Did you own, hold, possess, or control any returnable containers on January 1?  Yes  No (50 IAC 4.2-6-4)

**SECTION III**

SUMMARY (Round all numbers to nearest ten dollars)	REPORTED BY TAXPAYER	CHANGE BY ASSESSOR	CHANGE BY THE COUNTY BOARD
SCHEDULE A - PERSONAL PROPERTY	\$ _____	\$ _____	\$ _____
DEDUCTION PER FORM 103-ERA OR FORM 103-CTP -	\$ _____	\$ _____	\$ _____
FINAL ASSESSED VALUE =	\$ _____	\$ _____	\$ _____

**SECTION IV**

**SIGNATURE AND VERIFICATION**

Under penalties of perjury, I hereby certify that this return (including any accompanying schedules and statements), to the best of my knowledge and belief, is true, correct, and complete; if applicable, 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, 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	Printed Name of Authorized Person	Date (month, day, year)
Title of Authorized Person	Telephone Number ( )	Email of Authorized Person

SECTION V

FORM 103 – LONG See 50 IAC 4.2-4		TANGIBLE PERSONAL PROPERTY CONFIDENTIAL			JANUARY 1, 2025
<b>Line</b>	Report all personal property assessable to this taxpayer below. (Round all figures below to nearest dollar)				Federal Identification Number
<b>1</b>	Total cost of tangible depreciable personal property. (50 IAC 4.2-4-2)				\$
<b>2</b>	Adjustment to federal tax basis per Form 106. (50 IAC 4.2-4-4)				\$
<b>3</b>	Total cost and base year value of tangible depreciable personal property. (Line 1 plus Line 2)				\$
<b>Deduct Exempt Property (See 50 IAC 4.2-11.1)</b>				<b>COST</b>	
<b>4</b>	Stationary industrial air purification systems. (Attach Form 103 – P)			\$	
<b>5</b>	Industrial waste control facilities. (Attach Form 103 – P)			\$	
<b>6</b>	Enterprise information technology equipment. (Attach Form 103 – IT)			\$	
<b>7</b>	Vehicles / airplanes subject to excise tax.	Number of Units		\$	
<b>Total Cost of Exempt Property (Deduct from Line 3 and enter on Line 8)</b>					
<b>8</b>	<b>Subtotal</b>				\$
<b>Additions: See 50 IAC 4.2-1-1.1 and 50 IAC 4.2-4-3(b) and 4</b>					
<b>9</b>	Cost of all depreciable personal property still in use but written off. (50 IAC 4.2-4-3(b))				\$
<b>10</b>	Cost of installation and foundations applicable to depreciable personal property. (50 IAC 4.2-4-2(d))				\$
<b>11</b>	Cost of interest incurred during construction and installation applicable to depreciable personal property. (50 IAC 4.2-4-3(j))				\$
<b>12</b>	<b>Total Cost and Base Year Value of Assessable Depreciable Personal Property.</b> (Add Lines 8, 9, 10, and 11. Line 12 must agree with Line 52 Column A)				\$
<b>POOLING SUMMARY</b> (From Schedule A-1 or Form 103 – P5)		<b>TOTAL COST</b> <b>COLUMN A</b>	<b>ADJUSTMENTS</b> <b>COLUMN B</b>	<b>ADJUSTED COST</b> <b>COLUMN C</b>	<b>TRUE TAX VALUE</b> <b>COLUMN D</b>
<b>52</b>	<b>Total All Pools</b>	\$	\$	\$	\$
<b>53</b>	30% of Adjusted Cost (Line 52, Column C) (enter zero (0) if filing Form 103 – P5 and entity is a qualified steel mill or oil refinery per IC 6-1.1-3-23).				\$
<b>54</b>	Greater of Line 52D or Line 53.				\$
<b>Adjustments to True Tax Value</b>					
<b>55</b>	Equipment not placed in service and/or critical spare parts (50 IAC 4.2-6-1 & 6) per Form 106.	Cost \$		x 10%	\$
<b>56</b>	Tools, dies, jigs, fixtures, etc., per Form 103 – T. (50 IAC 4.2-6-2)	Cost \$			\$
<b>57</b>	Permanently retired equipment (50 IAC 4.2-4-3) and/or returnable containers (50 IAC 4.2-10) per Form 106.	Cost \$			\$
<b>58</b>	Commercial aircraft and commercial bus line fleet, not subject to excise tax per Form 103 – I. (50 IAC 4.2-10)	Cost \$			\$
<b>59</b>	<b>Total additions to True Tax Value. (Lines 55, 56, 57, and 58)</b>				\$
<b>60</b>	<b>Total True Tax Value before adjustments for "Abnormal Obsolescence." (Line 54 plus Line 59)</b>				\$
<b>61</b>	Abnormal Obsolescence Adjustment per Form 106. (50 IAC 4.2-4-8)				\$
<b>62</b>	Outdoor Advertising Signs per Form 103-OA. (IC 6-1.1-3-24)				\$
<b>63</b>	<b>Total True Tax Value of personal property. (To Page 1, Form 103 Summary)</b>				\$

\*\* The total cost of special tools, dies, jigs, fixtures, etc., permanently retired equipment; commercial aircraft, and commercial bus line fleet, not subject to excise tax is to be deducted in full in Column B below. The true tax value of such property is to be computed on the proper Form(s) (103 – T, 106, AND 103 – I, respectively) and recorded on Line(s) 56, 57, and 58.

ROUND ALL FIGURES BELOW TO THE NEAREST DOLLAR.

YEAR OF ACQUISITION	COLUMN A	COLUMN B	COLUMN C		COLUMN D
POOL NUMBER 1: (1 TO 4 YEAR LIFE)	TOTAL COST OR BASE YEAR VALUE	ADJUSTMENTS ** Detail Must Be Shown on Form 106	ADJUSTED COST	T.T.V. %	TRUE TAX VALUE
13	1-2-24 To 1-1-25			65	
14	1-2-23 To 1-1-24			50	
15	1-2-22 To 1-1-23			35	
16	Prior To 1-2-22			20	
17	<b>TOTAL POOL NUMBER 1</b>	\$	\$	\$	\$
<b>POOL NUMBER 2: (5 TO 8 YEAR LIFE)</b>					
18	1-2-24 To 1-1-25			40	
19	1-2-23 To 1-1-24			56	
20	1-2-22 To 1-1-23			42	
21	1-2-21 To 1-1-22			32	
22	1-2-20 To 1-1-21			24	
23	1-2-19 To 1-1-20			18	
24	Prior To 1-2-19			15	
25	<b>TOTAL POOL NUMBER 2</b>	\$	\$	\$	\$
<b>POOL NUMBER 3: (9 TO 12 YEAR LIFE)</b>					
26	1-2-24 To 1-1-25			40	
27	1-2-23 To 1-1-24			60	
28	1-2-22 To 1-1-23			55	
29	1-2-21 To 1-1-22			45	
30	1-2-20 To 1-1-21			37	
31	1-2-19 To 1-1-20			30	
32	1-2-18 To 1-1-19			25	
33	1-2-17 To 1-1-18			20	
34	1-2-16 To 1-1-17			16	
35	3-2-15 To 1-1-16			12	
36	Prior To 3-2-15			10	
37	<b>TOTAL POOL NUMBER 3</b>	\$	\$	\$	\$
<b>POOL NUMBER 4: (13 YEAR AND LONGER LIFE)</b>					
38	1-2-24 To 1-1-25			40	
39	1-2-23 To 1-1-24			60	
40	1-2-22 To 1-1-23			63	
41	1-2-21 To 1-1-22			54	
42	1-2-20 To 1-1-21			46	
43	1-2-19 To 1-1-20			40	
44	1-2-18 To 1-1-19			34	
45	1-2-17 To 1-1-18			29	
46	1-2-16 To 1-1-17			25	
47	3-2-15 To 1-1-16			21	
48	3-2-14 To 3-1-15			15	
49	3-2-13 To 3-1-14			10	
50	Prior To 3-2-13			5	
51	<b>TOTAL POOL NUMBER 4</b>	\$	\$	\$	\$
52	<b>TOTAL ALL POOLS</b>	\$	\$	\$	\$

NOTE: All Column B adjustments must be supported on Form 106, Form 103 – T, or Form 103 – I.

**CHANGE IN STATUS BY THIS TAXPAYER SINCE THE LAST ASSESSMENT DATE (SOLD OR MOVED)***If personal property reported in this taxing district last year has either been sold or moved to another location, no return is required.*

NOTE: In order to reduce the possibility of an estimated assessment and a penalty for failing to file a return, taxpayers may elect to inform the assessor when personal property is sold or moved out of a county. If the business is closed, you still hold title to the property, and the property is still physically located within the taxing district, an assessment may be required. The assessment of a closed business is fact sensitive and would be handled on a case-by-case basis.

6. If you sold all of your personal property to another owner, did it remain in the same taxing district?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. If you sold all of your personal property to another owner and it remained in the same taxing district, who is the new owner?				
8. Do you still own personal property that was moved from this taxing district?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
				Date Moved

**CLOSED BUSINESS**

1. Has this business closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Date of business closure:	_____
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**Filing Basics:**

- Taxpayers now have the opportunity to file personal property returns online at: [www.ppopin.in.gov](http://www.ppopin.in.gov).
  - Indiana's personal property tax system is a self-assessment system, so it is the taxpayer's responsibility to file this form in a timely manner. The forms are also available online at the Department's website: <https://www.in.gov/dlgf/forms/dlgf-forms/>.
  - Personal property must be assessed in each taxing district where property has a tax situs.
  - For taxpayers with less than \$80,000 in acquisition costs to be reported within a county, Ind. Code § 6-1.1-3-7.2 exempts this property. If you are claiming this exemption through this form, you must also file Form 104. If you filed a return and claimed this exemption in the previous assessment year and you continue to qualify for this exemption, no return is required.
  - Fully depreciated assets that are still in use but have been written off should be added back. Depreciation expenses are claimed for income tax purposes while assets are assessed for property tax purposes until the asset has been retired from use.
  - The use of the asset is the key. The grain bin, used for storage, is classified in 50 IAC 4.2-4-10 as real property while the legs and other loading/unloading systems are classified as part of the machinery and equipment which is assessed as personal property. The same logic would apply to automated feeding and watering systems in livestock or poultry buildings, as their use pertains to the operation and not the structure of the building.
  - Inventory located in the State of Indiana is exempt and is not required to be reported per Ind. Code § 6-1.1-11(b)(3).
  - To locate contact information for the various county offices (assessor, auditor, and treasurer go to: <https://www.in.gov/dlgf/contact-your-local-officials/>. To learn more about Indiana's personal property tax system, go to: <https://www.in.gov/dlgf/assessments/personal-property/>.
  - Taxpayers may request up to a thirty (30) day extension to file their return. The written request should be sent to the assessor before the filing deadline of May 15, 2025, and should include a reason for the request. The assessor may, at their discretion, approve or disapprove the request in writing.
  - Taxpayers who discover an error was made on their original timely filed personal property tax return have the right to file an amended return. The amended return must be filed within twelve (12) months of the due date or the extended due date (if up an extension was granted) of their original return. The deadline to amend this return, if no extension has been granted, is May 15, 2026.
  - If you hold, possess, or control not-owned personal property on the assessment date, you have a liability for the taxes imposed for that year unless you establish that the property is to be assessed to the owner. This is done by completing Form 103 – N, attaching it to Form 103 – Long, and filing it with the assessor. A taxpayer declaring the exemption on Page 1 of this form may, as deemed necessary by the applicable assessor, needs to file Form 103 – O or Form 103 – N, as applicable, to verify that the individual is the appropriate taxpayer to claim the exemption.
- NOTE: Failure to properly disclose lease information may result in a double assessment. (IC 6-1.1-2-4(a))
- Failure to file a return or be granted an extension of time to file a return by May 15, as required by law, will result in the imposition of a twenty-five dollar (\$25) penalty to the person's next property tax installment. Effective May 1, 2024, an additional penalty will be added to the overall tax liability, as calculated below:
    - If the return is filed before November 15, the lesser of 10% of the taxes due or \$10,000; or
    - If the return is filed after November 15, the lesser of 20% of the taxes due or \$50,000.



# Level II Personal Property

- This concludes the Personal Property tutorial and is a reminder that should you have questions you can email these questions to the Department.
- Please send emails to [Level2@dlgf.in.gov](mailto:Level2@dlgf.in.gov).