

Completing a Property Tax Filing

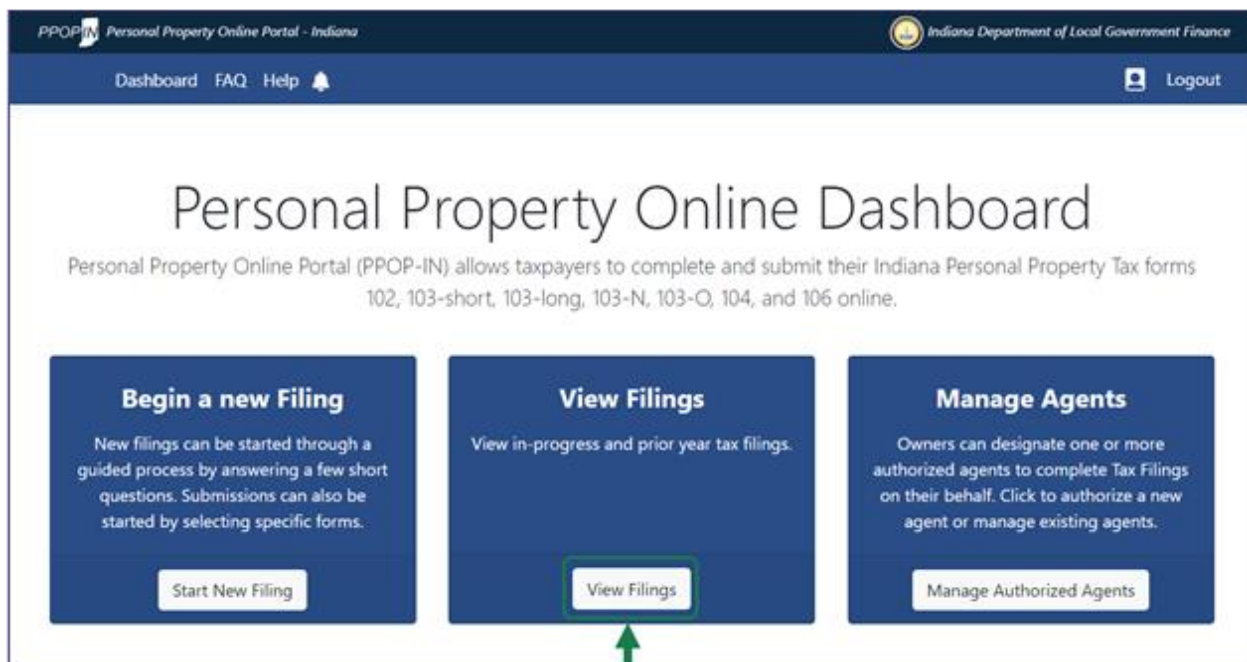
The Indiana Personal Property Online Portal (PPOP-IN) allows taxpayers and their authorized agents to complete and submit business personal property tax forms online. This Job Aid provides step-by-step instructions on how to open, amend, and re-submit a property tax filing.

Opening a Tax Filing

To open and amend a property tax filing, follow these steps:

1. Log in to PPOP-IN (<https://www.ppopin.in.gov/>).
2. Click the **View Filings** button on your Dashboard (see Figure 1).

Figure 1: Dashboard – View Filings Button



The *Filings* page appears, displaying your business personal property tax filings (see Figure 3).

Note: If you roll your cursor over the question mark symbol, an information box appears explaining the requirements for amending a tax filing.

Figure 2: Filings Page – Information Box

Filings

Below is a list of filings you are eligible to view.

To amend an accepted filing, click Amend. ?

Filing Year: All ▼

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 original due date or the extended due date (if up to a thirty (30) day extension was granted) of their original return. In order to submit an amended return in PPOP-IN, the originally submitted filing must have been filed timely and Accepted by the county official. If an amended return has already been submitted, a subsequent amendment is not permitted. If you do not see an Amend button, then the selected filing is not eligible for an amendment.

Taxpayer Name —	Business —	Year —	County —	District —	Status Date —	Status —	Due Date —	Filing ID ^	Filing Type —	Actions
Ron Tevaut	Zathura Corp.	2021	Vigo	PIERSON TOWNSHIP	2/01/2021 09:35 PM ET	Accepted	5/17/2021	132	Original	View Amend
Ron Tevaut	Apple Blossom Orchard	2021	Vigo	SUGAR CREEK TOWNSHIP	11/23/2021 04:07 PM ET	Submitted	5/16/2022	283A	Amended	View

- Click the **Amend** button in the *Actions* column for the tax filing you want to amend (see Figure 3).

Figure 3: Filings Page – Amend Button

Taxpayer Name	Business	Year	County	District	Status Date	Status	Due Date	Filing ID	Filing Type	Actions
Ron Tevault	Zathura Corp.	2021	Vigo	PIERSON TOWNSHIP	2/01/2021 09:35 PM ET	Accepted	5/17/2021	132	Original	View Amend
Ron Tevault	Apple Blossom Orchard	2021	Vigo	SUGAR CREEK TOWNSHIP	3/02/2021 04:52 PM ET	Accepted	5/17/2021	283	Original	View Amend
Ron Tevault	Calumet Artisans	2021	Lake	CALUMET	2/18/2021 03:49 PM ET	Submitted	5/17/2021	291	Original	View
Ron Tevault	Apple Shop	2021	Vanderburgh	ARMSTRONG TOWNSHIP	2/17/2021 04:30 PM ET	Received	5/17/2021	319	Original	View

A confirmation message appears asking if you want to start an amendment (see Figure 4).

- Click the **Confirm** button.

Figure 4: Confirm Action Message – Amend Filing

Notice: Confirm Action ×

Are you sure you want to start an Amendment? Only one Amendment is allowed. Once accepted by the County Official, your original file will be replaced with the amended file.

Cancel Confirm

The *Review Filing* page appears for your selected tax return (see Figure 5).

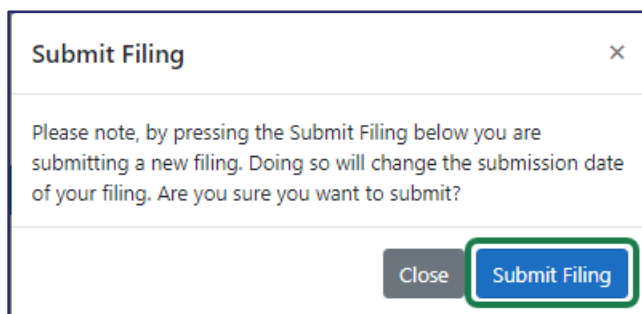
Figure 5: Review Filing Page

- Click the section(s) of the filing you want to amend in the **Forms/Sections** legend on the right side of the page.

Note: You may also click the Next and Back buttons at the bottom of each page to navigate to the section(s) you want to amend.

6. Make the change(s) to your tax filing.
7. Click the **Next** button at the bottom of each page.
8. Add any necessary attachments, review, sign, and submit your amended tax filing. A confirmation message appears asking if you want to submit the filing (see Figure 6).
9. Click the **Confirm** button.

Figure 6: Confirm Action Message - Submit Filing



After submitting your amended tax filing, you will receive a confirmation e-mail stating that your tax filing has been successfully submitted for review.

Your *Filings* page will now show the amended tax filing and the original tax filing (see Figure 7).

Figure 7: Amended and Original Tax Filing

Filings

Below is a list of filings you are eligible to view. To resume or view an open filing, click open. To review a submitted filing, click View.

To amend an accepted filing, click Amend. ⓘ

Filing Year:

Taxpayer Name	Business	Year	County	District	Status Date	Status	Due Date	Filing ID	Filing Type	Actions
Ron Tevault	Zathura Corp.	2021	Vigo	PIERSON TOWNSHIP	2/01/2021 09:35 PM ET	Accepted	5/17/2021	132	Original	View Amend
Ron Tevault	Apple Blossom Orchard	2021	Vigo	SUGAR CREEK TOWNSHIP	11/23/2021 04:07 PM ET	Submitted	5/16/2022	283A	Amended	View
Ron Tevault	Apple Blossom Orchard	2021	Vigo	SUGAR CREEK TOWNSHIP	3/02/2021 04:52 PM ET	Accepted	5/17/2021	283	Original	View
Ron Tevault	Calumet Artisans	2021	Lake	CALUMET	2/18/2021 03:49 PM ET	Submitted	5/17/2021	291	Original	View
Ron Tevault	Apple Shop	2021	Vanderburgh	ARMSTRONG TOWNSHIP	2/17/2021 04:30 PM ET	Received	5/17/2021	319	Original	View

For instructions on how to complete and submit your property tax filing, view the *Completing and Submitting a Property Tax Filing QRG* in the *Help* section of PPOP-IN.