

## Completing a Property Tax Filing

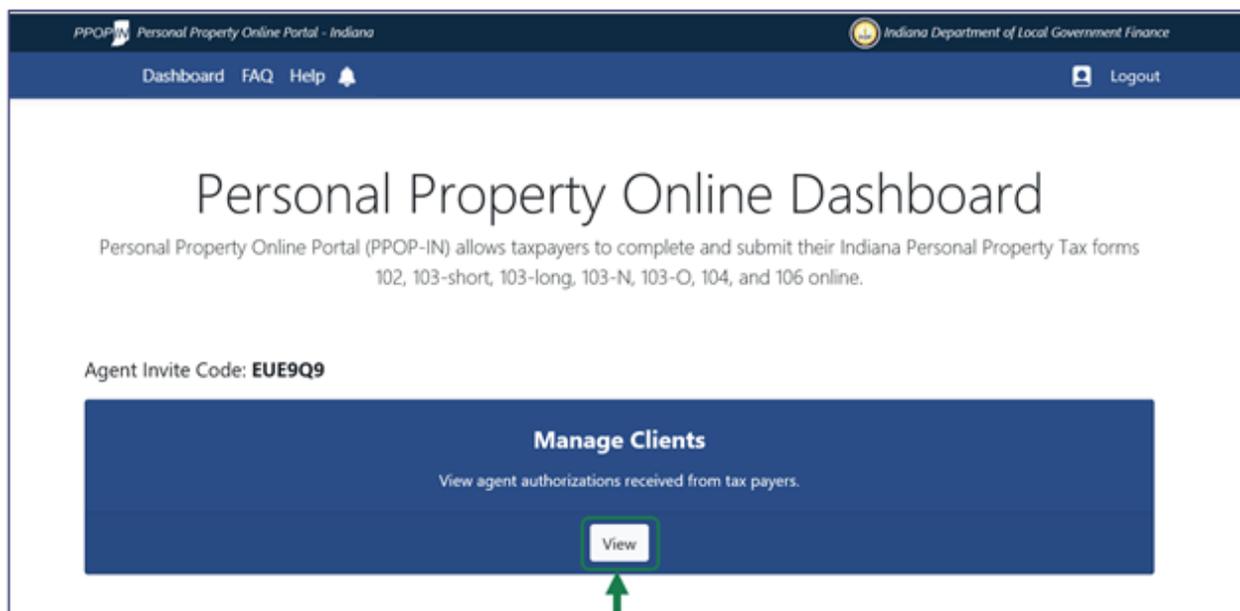
The Indiana Personal Property Online Portal (PPOP-IN) allows taxpayers and their authorized agents to complete and submit business personal property tax forms online. This Job Aid provides step-by-step instructions on how to open, amend, and re-submit a property tax filing for a client who has authorized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

### *Opening a Tax Filing*

To open and amend a personal property 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, displaying your clients' business personal property tax filings (see Figure 2).

*Figure 2: View Taxpayers Page*

### View Taxpayers

View Taxpayers who have given you permission to complete and submit their personal tax filings.

Instructions:  
View Taxpayers that have entered your Invitation Code below.  
To accept a Pending taxpayer, click Accept. To decline a Pending taxpayer, click Decline.  
You can Reactivate a Taxpayer you have declined or revoked.  
You are unable to interact with a Taxpayer who has revoked you.

**Taxpayers that have already authorized you to manage their property taxes:**

Taxpayer Name ▾	Taxpayer Phone —	Taxpayer Email —	Taxpayer Status —	Actions
David Schneider	No Number Listed	khris.seger+taxpayertwo@gmail.com	Authorized 	<input type="button" value="Select"/> <input type="button" value="Decline"/>
Ron Tevault	No Number Listed	khris.seger+taxpayerthree@gmail.com	Authorized	<input type="button" value="Select"/> <input type="button" value="Decline"/>

3. Locate the Taxpayer's name on the Taxpayer table.
4. Click the **Select** button in the *Actions* column for the Taxpayer whose filing you want to amend. A confirmation message appears asking if you want to select the Taxpayer (see Figure 3).

*Figure 3: Confirm Action Message – Select Taxpayer*

**Notice: Confirm Action** ×

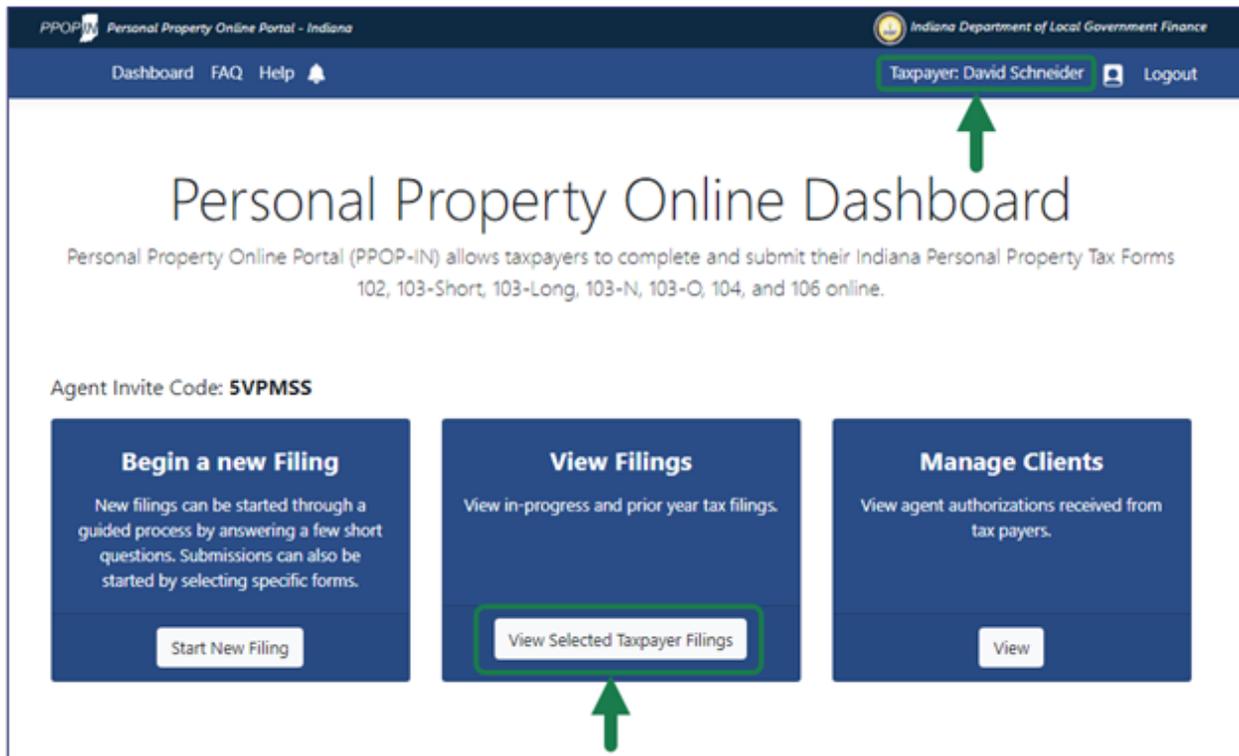
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Are you sure you want to select David Schneider?

5. Click the **Confirm** button.

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

Figure 4: Selected Taxpayer's Dashboard – View Filings



6. Click the **View Selected Taxpayer Filings** button.

**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).

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

Figure 5: 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: 2021

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
David Schneider	Apple Blossom Orchard	2021	Vigo	TERRE HAUTE CITYHARRISON TOWN	1/21/2021 04:40 PM ET	Accepted	5/17/2021	10	Original	<a href="#">View</a> <a href="#">Amend</a>
David Schneider	Metal Worx	2021	Vigo	TERRE HAUTE CITYHARRISON TOWN	2/04/2021 11:36 AM ET	Received	5/16/2022	11A	Amended	<a href="#">View</a>
David Schneider	Metal Worx	2021	Vigo	TERRE HAUTE CITYHARRISON TOWN	1/21/2021 04:40 PM ET	Accepted	5/17/2021	11	Original	<a href="#">View</a>
David Schneider	A-1 Construction	2021	Vigo	FAYETTE TOWNSHIP	1/28/2021 05:41 PM ET	Received	5/16/2022	14A	Amended	<a href="#">View</a>

- Click the **Amend** button in the *Actions* column for the tax filing you want to amend (see Figure 6).

*Figure 6: Filings Page for Selected Taxpayer – Amend Button*

### 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: 2021

Taxpayer Name	Business	Year	County	District	Status Date	Status	Due Date	Filing ID	Filing Type	Actions
David Schneider	Apple Blossom Orchard	2021	Vigo	TERRE HAUTE CITYHARRISON TOWN	1/21/2021 04:40 PM ET	Accepted	5/17/2021	10	Original	<div style="text-align: right;">   <a href="#">View</a>  <a href="#">Amend</a> </div>
David Schneider	Metal Wox	2021	Vigo	TERRE HAUTE CITYHARRISON TOWN	2/04/2021 11:36 AM ET	Received	5/16/2022	11A	Amended	<div style="text-align: right;"> <a href="#">View</a> </div>
David Schneider	Metal Wox	2021	Vigo	TERRE HAUTE CITYHARRISON TOWN	1/21/2021 04:40 PM ET	Accepted	5/17/2021	11	Original	<div style="text-align: right;"> <a href="#">View</a> </div>

A confirmation message appears asking if you want to start an amendment (see Figure 7).

- Click the **Confirm** button.

*Figure 7: Confirm Action Message – Amend Filing*

**Notice: Confirm Action** ×

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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 the selected tax return (see Figure 8).

Figure 8: Review Filing Page

This is an AMENDED file. You must provide all required information and Submit the file to complete the amended filing process on or before the Amended Due date

## Review Filing

The following forms in your submission have required fields which have not been completed.

- Signature
- Payment

The following attachments are required for your submission. Please check that you have uploaded and labeled your attachments correctly.

- None

Download PDF

View Filing

Attachment Download

Back

Next

### Forms/Sections

County: Vigo  
Assessment Year: 2021  
PPID: 84-012-0456-001  
Filing ID: 10A  
Status: In Progress  
Due Date: May 16, 2022

[Change Forms](#)

[Communication](#)

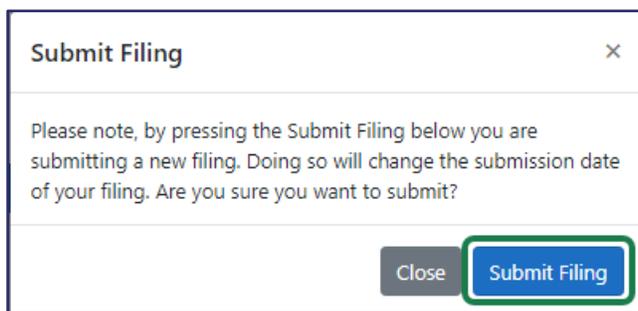
- ▼ Form 102 - Farmer's Tangible ✓
  - [Section I](#)
  - [Section II](#)
  - [Section III](#)
  - [Section IV](#)
  - [Section V](#)
  - [Section VI](#)
- ▶ Form 104 - Business Tangible ✓
- ▶ Attachments ✓
- ▶ Signature !
- ▶ Payment !
- ▼ Review !
  - [Review](#)
- ▶ Submit !

- Click the section(s) of the filing you want to amend in the **Form/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.**

10. Make the change(s) to the tax filing.
11. Click the **Next** button at the bottom of each page.
12. 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 9).
13. Click the **Confirm** button.

*Figure 9: 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.

The *Filings* page will now show the amended tax filing and the original tax filing (see Figure 10).

Figure 10: 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: 2021

Taxpayer Name	Business	Year	County	District	Status Date	Status	Due Date	Filing ID	Filing Type	Actions
David Schneider	Apple Blossom Orchard	2021	Vigo	TERRE HAUTE CITYHARRISON TOWN	11/23/2021 04:33 PM ET	Submitted	5/16/2022	10A	Amended	<a href="#">View</a>
David Schneider	Apple Blossom Orchard	2021	Vigo	TERRE HAUTE CITYHARRISON TOWN	1/21/2021 04:40 PM ET	Accepted	5/17/2021	10	Original	<a href="#">View</a>
David Schneider	Metal Wox	2021	Vigo	TERRE HAUTE CITYHARRISON TOWN	2/04/2021 11:36 AM ET	Received	5/16/2022	11A	Amended	<a href="#">View</a>
David Schneider	Metal Wox	2021	Vigo	TERRE HAUTE CITYHARRISON TOWN	1/21/2021 04:40 PM ET	Accepted	5/17/2021	11	Original	<a href="#">View</a>

**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.**