

## 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.

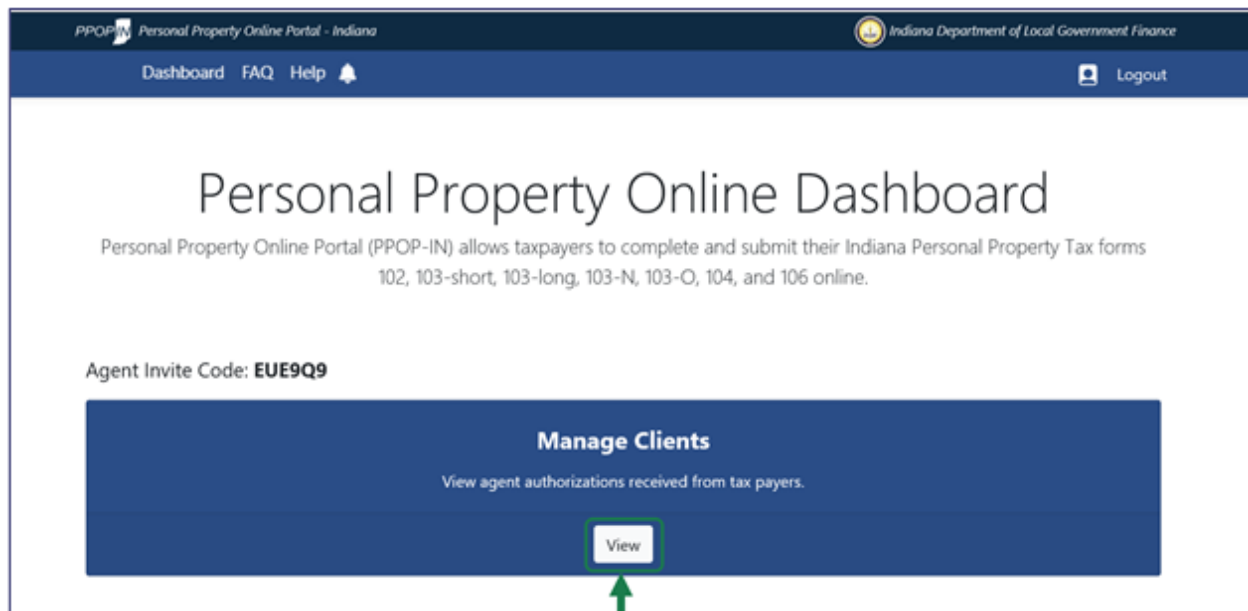
**For instructions on how to start a new property tax filing, view the *Starting a New Personal Property Tax Filing QRG*.**

### *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*

## 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
Glenn Seger	8125502475	khريس.seger&#x2B;taxpayerthree@gmail.com	Revoked	Revoked by Taxpayer
Howard Weiss	No Number Listed	agenttest@extraale.com	Revoked	Revoked by Taxpayer
Kelly Smith		kelly.smith@linuxmail.org	Authorized	<span style="border: 1px solid green; padding: 2px 10px;">Select</span> <span style="border: 1px solid green; padding: 2px 10px;">Decline</span>
Khris Seger	8125502475	khريس.seger&#x2B;taxpayertwo@gmail.com	Revoked	Revoked by Taxpayer
Taxpayer PPOTFS	8123302475	ppotfs.taxpayer@gmail.com	Declined	<span style="border: 1px solid blue; padding: 2px 10px;">Reactivate Taxpayer</span>

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*

**Notice: Confirm Action** ×

---

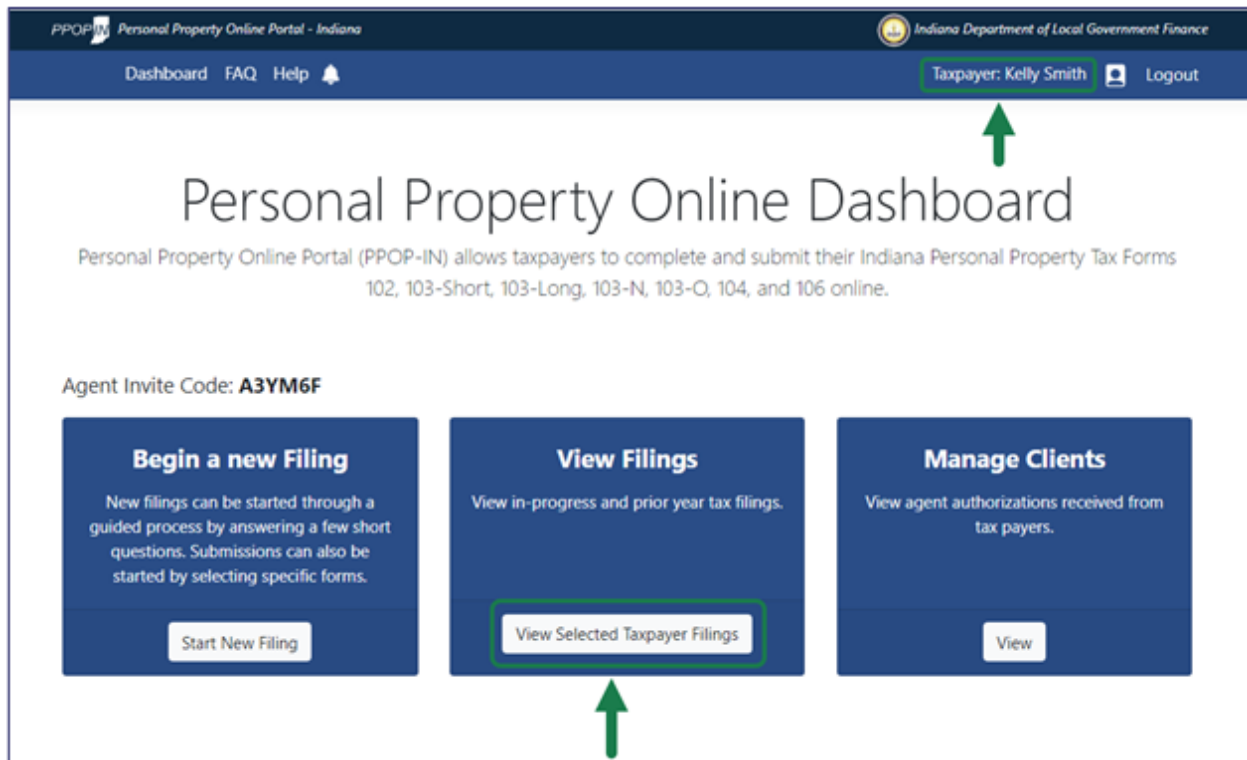
Are you sure you want to select Kelly Smith?

Cancel
Confirm

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

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.									
Taxpayer Name	Business	Year	County	District	Status Date	Status	Due Date	Filing ID	Actions
Kelly Smith	Smith Farms	2020	Adams	NORTH BLUE CREEK TOWNSHIP	06:39 AM 10/26/2020	Submitted	6/17/2020	376	<a href="#">View</a>
Kelly Smith	Kelly Farms	2020	Bartholomew	CLAY TWP	02:53 PM 10/27/2020	Submitted	6/17/2020	632	<a href="#">View</a>
Kelly Smith	No Company Name Given	2020	Adams	No District Selected	02:56 PM 10/27/2020	Submitted	6/17/2020	498	<a href="#">View</a>
Kelly Smith	Smith Inc	2020	Allen	WAYNE	09:21 AM 11/16/2020	Pending	6/17/2020	902	<a href="#">View</a>
Kelly Smith	K Farms	2020	Vigo	FAYETTE TOWNSHIP	01:27 PM 11/4/2020	New Filing	6/17/2020	972	<a href="#">Open</a> <a href="#">Delete</a>
Kelly Smith	Smith Manufacturing	2020	Vigo	TERRE HAUTE CITY/HARRISON TOWN	01:29 PM 11/4/2020	New Filing	6/17/2020	606	<a href="#">Open</a> <a href="#">Delete</a>

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

**Notice: Confirm Action** ×

---

Are you sure you want to Open this filing?

Cancel
Confirm

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

**Review Filing**

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

- [Section I](#)
- [Section II](#)
- [Section III](#)
- [Section IV](#)
- [Section V](#)
- [Section VI](#)
- [Form 104](#)
- [Form 106](#)
- [Signature](#)
- [Payment](#)

Red font indicates areas that need completion

Displays your progress - Red exclamation marks indicate areas that need completion

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

- [None](#)

[Download PDF](#)

[View Filing](#)

[Back](#) [Next](#)

**Forms/Sections**

County: Vigo  
Assessment Year: 2022  
PPID: None  
Filing ID: 1653  
Status: In Progress  
Due Date: May 15, 2022

[Change Forms](#)

[Communication](#)

- ▼ [Form 103-Long !](#)
  - [Section I](#)
  - Section II
  - Section III
  - Section IV
  - Section V
  - Section VI
- ▶ [Form 104 - Business Tangible !](#)
- ▶ [Form 106 - Bus. Tangible Adjustments !](#)
- ▶ [Attachments !](#)
- ▶ [Signature !](#)
- ▶ [Payment !](#)
- ▼ [Review !](#)
  - [Review](#)
- ▶ [Submit !](#)

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*

**Review Filing**

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

- [Section I](#)
- [Section II](#)
- [Section III](#)
- [Section IV](#)
- [Section V](#)
- [Section VI](#)
- [Form 104](#)
- [Form 106](#)
- [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](#)

[Back](#) [Next](#)

**Forms/Sections**

County: Vigo  
Assessment Year: 2022  
PPID: None  
Filing ID: 1653  
Status: In Progress  
Due Date: May 15, 2022

[Change Forms](#)

[Communication](#)

- ▾ **Form 103-Long !**
  - [Section I](#)
  - [Section II](#)
  - [Section III](#)
  - [Section IV](#)
  - [Section V](#)
  - [Section VI](#)
- **Form 104 - Business Tangible !**
- **Form 106 - Bus. Tangible Adjustments !**
- **Attachments !**

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

**Complete Form**

\* = Required Field

Form 103-Long - Business Tangible Personal Property Assessment was added to your submission based on your answers during the forms selection process.

**Form 103-Long: Section II**

\*Federal income tax year ends (mm/dd/yyyy)  
mm/dd/yyyy

\*Name Filed Under

Name of Location for Accounting records and address of Account Records (number and street, city, state, and ZIP code)

\*Name of Location

\*Address 1:

Address 2:

**Forms/Sections**

County: Vigo  
Assessment Year: 2022  
PPID: None  
Filing ID: 1653  
Status: In Progress  
Due Date: May 15, 2022

[Change Forms](#)

[Communication](#)

- ▼ Form 103-Long
  - Section I
  - Section II**
  - Section III
  - Section IV
  - Section V
  - Section VI
- ▶ Form 104 - Business Tangible
- ▶ Form 106 - Bus. Tangible Adjustments

**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

### Complete Form

\* = Required Field

**Form 103-Long - Business Tangible Personal Property Assessment** was added to your submission based on your answers during the forms selection process.

#### Form 103-Long: Section II

\*Federal income tax year ends (mm/dd/yyyy) 📅 ←

12/31/2021

\*Name Filed Under

Ron's Lawn & Garden

---

Name of Location for Accounting records and address of Account Records (number and street, city, state, and ZIP code)

\*Name of Location

\*Address 1:

Address 2:

#### Forms/Sections

County: Vigo  
Assessment Year: 2022  
PPID: None  
Filing ID: 1653  
Status: In Progress  
Due Date: May 15, 2022

[Change Forms](#)

[Communication](#)

▼ Form 103-Long !  
Section I  
**Section II**  
Section III  
Section IV  
Section V  
Section VI

▶ Form 104 - Business Tangible !



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

### Forms/Sections

County: Vigo  
Assessment Year: 2022  
PPID: None  
Filing ID: 1653  
Status: In Progress  
Due Date: May 15, 2022

[Change Forms](#)

[Communication](#)

▶ Form 103-Short

▶ Form 104 - Business Tangible

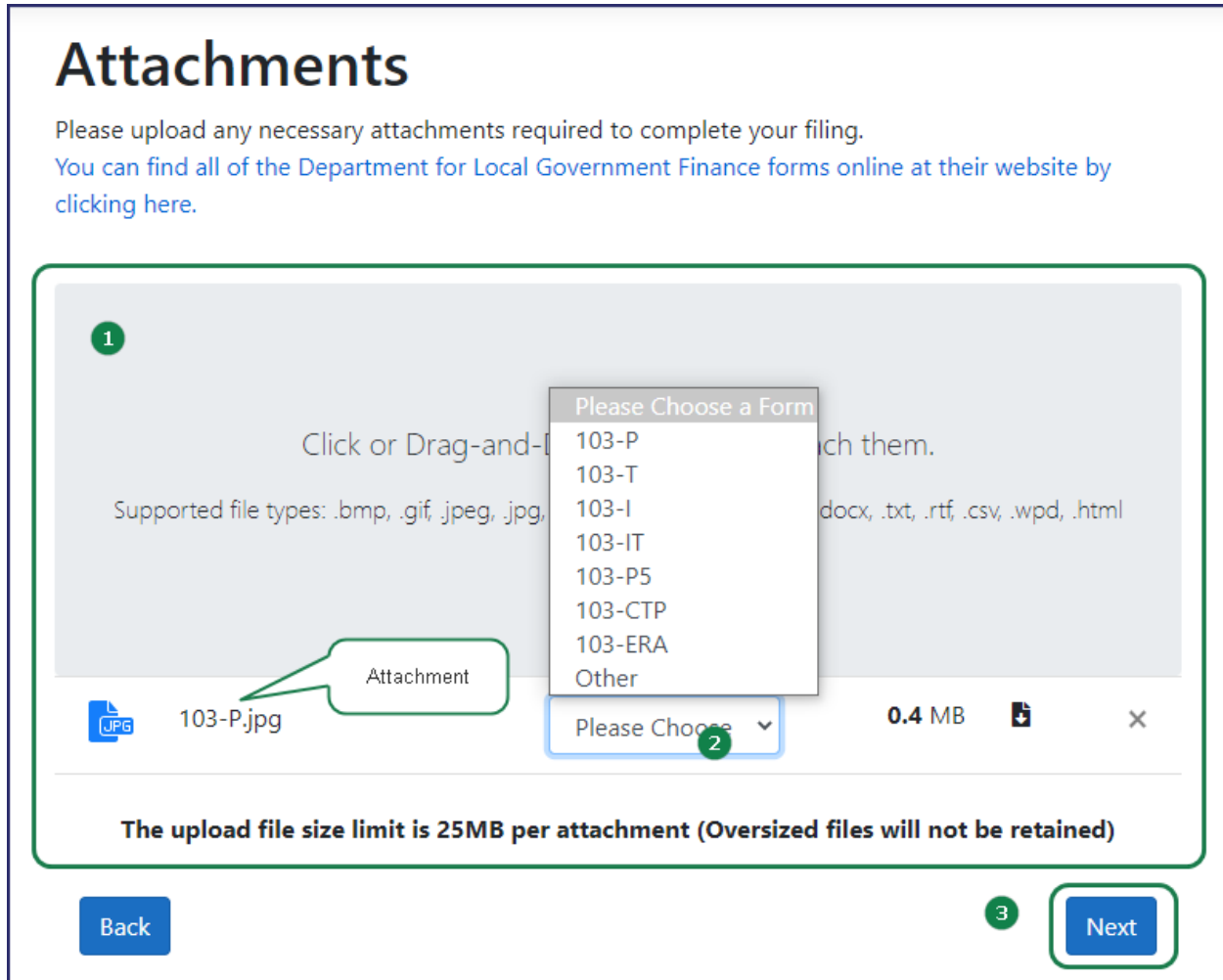
▼ Form 106 - Bus. Tangible Adjustments !  
[Form 106](#)

### *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

## Signature

Record your Electronic Signature.

(Unless stated otherwise, all entries on this page must be complete before continuing.)

### Electronic Signature

**Legal Disclaimer:** 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.

Privacy Notice - Form 102, Form 103-Short, Form 103-Long, Form 106, Form 103-N, and Form 103-O contain confidential information pursuant to IC 6-1.1-35-9.

By signing your full name, you are signing all documents in this filing.

I have read and agree to the terms listed above.

\* Signature of Authorized Person

\* Verify Signature of Authorized Person

Date Signed

#### Forms/Sections

**County:** Vigo  
**Assessment Year:** 2022  
**PPID:** None  
**Filing ID:** 1649  
**Status:** In Progress  
**Due Date:** May 15, 2022

[Change Forms](#)

[Communication](#)

▶ Form 103-Short ✓

▶ Form 104 - Business Tangible ✓

▶ Form 106 - Bus. Tangible Adjustments ✓

▶ Attachments ✓

▼ Signature !  
Signature

▶ Payment !

▶ Review !

▶ Submit !

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

## Payment

Thank you for using the State of Indiana Personal Property Online Portal (PPOP-IN).

As an online service, this unique system offers taxpayers added convenience and improved efficiency over the traditional hardcopy personal property tax filing process. To offset the cost of developing and maintaining this unique system, a *convenience fee*\* is charged for each personal property tax file submitted.

NOTE: The convenience fee for the Personal Property Online Portal (PPOP-IN) has been temporarily waived. Please click the Next button to continue with the online filing process.

[Back](#) [Next](#)

### Forms/Sections

<b>County:</b> Vigo <b>Assessment Year:</b> 2022 <b>PPID:</b> None <b>Filing ID:</b> 1649 <b>Status:</b> In Progress <b>Due Date:</b> May 15, 2022
<a href="#">Change Forms</a>
<a href="#">Communication</a>
▶ <a href="#">Form 103-Short</a> ✓

## 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

**Review Filing** 5

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

- None

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

- Form 104 - Expenditures 7

8

Download PDF

View Filing

Attachment Download

Back

9 Next

**Forms/Sections**

County: Vigo  
Assessment Year: 2022  
PPID: None  
Filing ID: 1649  
Status: In Progress  
Due Date: May 15, 2022

[Change Forms](#)

**Communication** 6

- ▶ Form 103-Short ✓
- ▶ Form 104 - Business Tangible ✓
- ▶ Form 106 - Bus. Tangible Adjustments ✓
- ▶ Attachments ✓
- ▶ Signature ✓
- ▶ Payment ✓
- ▼ Review ✓  
[Review](#)
- ▶ Submit !

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*

The screenshot shows the 'Submit Your Filing' page in the PPOP IN portal. A modal dialog box titled 'Submit Filing' is open, asking for confirmation to submit. The background page shows a filing status of 'In Progress' and a list of forms to be submitted, including Form 103-Short, Form 104 - Business Tangible, and Form 106 - Bus. Tangible Adjustme. The 'Submit Filing' button in the dialog is highlighted with a green circle.

The Personal Property Identification Number (PPID) is the unique identifier associated with the subject filing and is assigned by the county in which the property is being assessed. If this is not the first year that the reported property at this location is subject to assessment and taxation, please enter the PPID in the space provided. Otherwise, leave the field blank and a unique PPID will be assigned by the county assessing official after your submission is complete.

County: Vigo  
Assessment Year: 2022  
PPID: None  
Filing ID: 1649  
Status: In Progress  
Due Date: May 15, 2022

Filing Status: In Progress  
Submitted Date:

Change Forms  
Communication  
Form 103-Short ✓  
Form 104 - Business Tangible ✓  
Form 106 - Bus. Tangible Adjustme

Attachment Download

Attachments ✓  
Signature ✓

**Submit Filing**



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

This filing has been submitted. Changes to portions of the filing may be limited.

## Submit Your Filing

Your filing has been submitted.

PPID: [None Provided](#)

Filing Status: Submitted  
Submitted Date: April 10 2022, 4:24 PM ET

[Download PDF](#)

[View Filing](#)

[Attachment Download](#)

[Back](#) [Dashboard](#)

### Forms/Sections

County: Vigo  
Assessment Year: 2022  
PPID: None  
Filing ID: 1649  
Status: Submitted  
Due Date: May 15, 2022

Communication

- ▶ Form 103-Short ✓
- ▶ Form 104 - Business Tangible ✓
- ▶ Form 106 - Bus. Tangible Adjustments ✓
- ▶ Attachments ✓
- ▶ Signature ✓
- ▶ Payment ✓
- ▶ Review ✓
- ▼ Submitted ✓  
**Submitted**

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.