

## 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 a property tax filing.

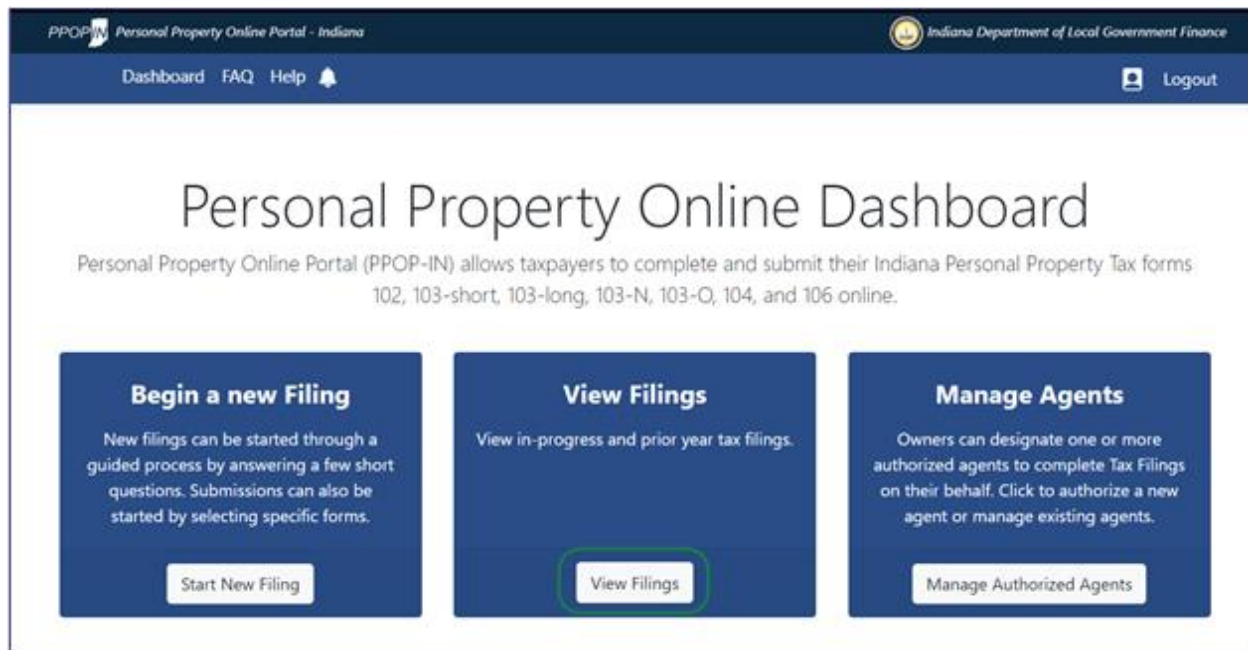
**For instructions on how to start a new property tax filing, view the Starting a New Personal Property Tax Filing QRG.**

### *Opening an In-Progress Tax Filing*

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

1. Login 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 (see Figure 2).

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

**You also have the option to Delete a filing and to View a previously submitted filing.**

Figure 2: Filings Page – 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 *Notice: Confirm Action* message appears (see Figure 3).

4. Click the **Confirm** button.

Figure 3: Confirm Action Message

**Notice: Confirm Action** ×

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Are you sure you want to Open this filing?

Cancel
Confirm

The *Review Your Filing* page appears for your selected tax return. The red text shows sections of your tax filing that still need completion. The **Forms/Sections** legend on the right of the page displays your progress and provides direct links to your tax forms. A red exclamation mark indicates forms and sections that still need completion (see Figure 4).

Figure 4: Review Your 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 Your Filing* page (see Figure 5), follow these steps:

5. Note the first area containing red text indicating incomplete information.
6. View that area under the **Forms/Sections** legend.
7. Click the arrow of the first section of a form that requires completion to open the sections underneath.
8. Click the link to open the first section that requires completion.

Figure 5: Review Your Filing - Complete Forms

The screenshot displays the 'Review Filing' interface. At the top, it states: 'The following forms in your submission have required fields which have not been completed.' Below this, a list of sections is shown, with the first six items (Section I through Section VI) highlighted in red and enclosed in a green box labeled '5'. The remaining items are Form 104, Form 106, Signature, and Payment. Below the list, it says: 'The following attachments are required for your submission. Please check that you have uploaded and labeled your attachments correctly.' and shows a single item: 'None'. At the bottom left are 'Back' and 'Next' buttons. On the right side, there is a 'Forms/Sections' legend box labeled '6'. It contains filing details: County: Vigo, Assessment Year: 2022, PPID: None, Filing ID: 1653, Status: In Progress, Due Date: May 15, 2022. Below this are links for 'Change Forms' and 'Communication'. Under 'Communication', 'Form 103-Long' is expanded, showing a list of sections (I through VI) with a red exclamation mark next to the form name. A green box labeled '7' highlights this list, and a green box labeled '8' highlights the first section, 'Section I', with an arrow pointing to it. Below the expanded list are other forms: 'Form 104 - Business Tangible', 'Form 106 - Bus. Tangible Adjustments', and 'Attachments', each with a red exclamation mark.

The tax form opens showing incomplete areas marked with red asterisks, red borders around fields, and red exclamation marks (see Note: Clicking the Next button automatically saves your information in PPOP-IN).

## Completing a Tax Filing

Figure 6). A red asterisk indicates a required field. A red border around a field indicates that the field must be completed before moving on to the next page or section. A red exclamation mark indicates missing required information in that area of the form.

9. Enter all the required information on the form.
10. Click the **Next** button at the bottom of the page.

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

## Completing a Tax Filing

Figure 6: 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  
[Red bordered field]

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

\*Name of Location  
[Red bordered field]

\*Address 1:  
[Red bordered field]

Address 2:  
[Red bordered field]

**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 [!]

11. Continue entering all required information on each form.



## Completing and Submitting a Property Tax Filing QRG Taxpayer

12. 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 7).



Figure 7: Complete - 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)  
  

\*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 !

After entering all the required information on each form, the red exclamation mark in the **Forms/Sections** legend turns to a green check mark to indicate completion (see Figure 8).

Figure 8: Complete - 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

1. Upload any further supporting documents as attachments to complete your filing on the *Attachments* page (see 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 9). There are two ways to upload your documents:

4. 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.
5. Select the type from the drop-down menu.
  6. Click the **Next** button when you have finished uploading the documents.

Figure 9: Attachments Page

**Attachments**

Please upload any necessary attachments required to complete your filing.  
You can find all of the Department for Local Government Finance forms online at their website by [clicking here](#).

Click or Drag-and-drop files here to upload them.  
Supported file types: .bmp, .gif, .jpeg, .jpg, .docx, .txt, .rtf, .csv, .wpd, .html

1

Attachment

103-P.jpg 0.4 MB

Please Choose a Form

- 103-P
- 103-T
- 103-I
- 103-IT
- 103-P5
- 103-CTP
- 103-ERA
- Other

Please Choose

2

The upload file size limit is 25MB per attachment (Oversized files will not be retained)

Back

3

Next

## Signing Your Filing

The *Signature* page appears (see Figure 10). 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 your filing.
2. Complete all information on the *Signature* page.
3. Click the **Next** button at the bottom of the page.

Figure 10: 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 11).

4. Click the **Next** button.

Figure 11: 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 12).

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 under 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, and download attachments if desired.
9. Click the **Next** button.

Figure 12: 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](#)

9  
[Next](#)

[Back](#)

#### 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 13).

10. Enter the Personal Property Identification Number (PPID) for the property being assessed.
  - a. If this is the first year that the property is subject to assessment and taxation, leave the field blank. A unique PPID will be assigned by a local assessing officer after submission.
  - b. If this is NOT the first year that the property is being assessed, enter the PPID number.

The PPID can be found on the following sources:

- A copy of the prior year's personal property filing.
- A copy of the most recent personal property tax bill.
- An annual notification of the requirement to file from the county assessor (e.g., pre-populated forms, postcard, and email).
- An online search of the county's tax and billing web portal.

**You may also contact your township or county assessor for your PPID.**

**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.**

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

Figure 13: Submit Your Filing Page

## Submit Your Filing

PPID 10

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.

Filing Status: In Progress  
Submitted Date:

→

[Download PDF](#)

[View Filing](#)

[Attachment Download](#)

[Back](#)

11
  
[Submit](#)

### 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 ✓
- ▶ Payment ✓
- ▶ Review ✓
- ▼ **Submit !**  
**Submit**

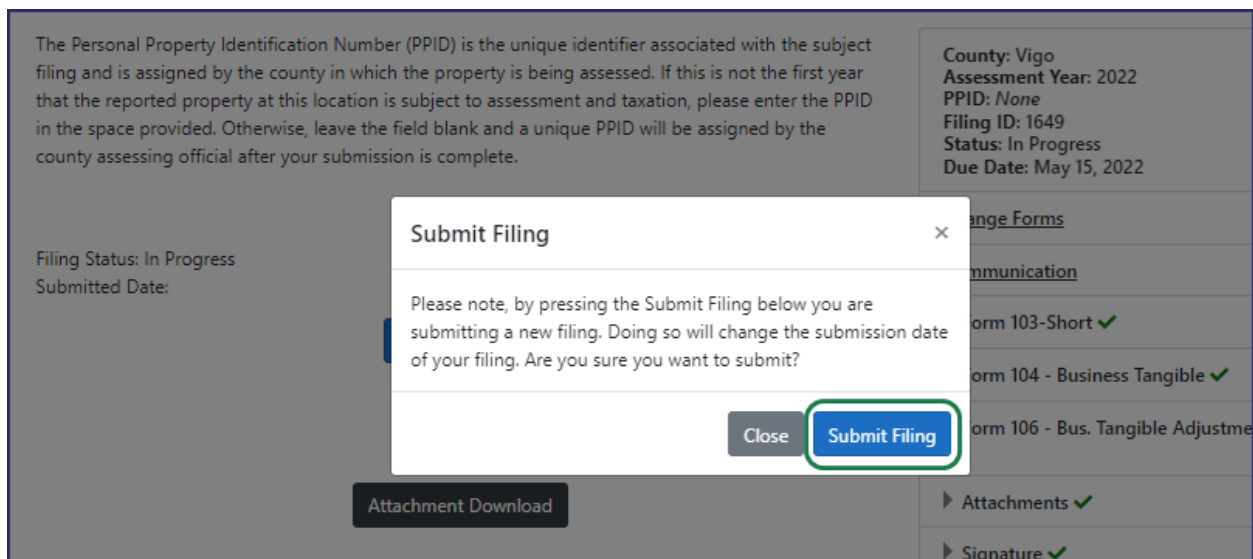
A message box appears asking if you are sure you want to submit your filing (see Figure 14). If you are ready to submit,

12. Click the **Submit Filing** button.

If you are not ready to submit your filing,

13. Click the **Close** button. Your work will be saved so you may return to it later.

*Figure 14: Submit Your Filing Confirmation*



A *Submit Your Filing* confirmation page appears confirming your submission and providing the date and time of submission (see Figure 15).

Figure 15: 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 email 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 *Help* on the blue navigation bar to access Job Aids, QRGs, and other documents.**





# Completing and Submitting a Property Tax Filing QRG Taxpayer

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