PPOP-IN Training

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Assessment Division Director
Overview

I. Overview/Account Information/Support
II. Demonstration on how a taxpayer files a Personal Property Return.
III. Demonstration on how an agent files/the agent’s actions.
IV. Demonstration on the steps the assessor takes when they receive notification of a return, action steps the assessor takes (e.g. audit; accept/reject; etc.).
V. Question and Answer
Seven (7) property tax forms available:
- Form 102
- Form 103 Short
- Form 103 Long
- Form 103-N
- Form 103-O
- Form 104
- Form 106

Note: Preparer’s will also have the ability to attach other personal property forms that are needed with their submission.
Overview

Who will use PPOP-IN?

• Taxpayers
• Authorized Agents
• County Assessors & Staff
• Township Assessors & Staff
• Department of Local Government Finance Staff
Account Information

PPOP-IN Account Information:

• Each assessor, staff member, taxpayer, etc. accessing PPOP-IN will need their own account for the system. Each user will register for an account with an email address.

• Registering for an account is split into two parts:
  • Access Indiana - [https://access.in.gov/](https://access.in.gov/)
  • Account Information - [https://ppopin.in.gov/](https://ppopin.in.gov/)
Access Indiana
• Each user will be required to set-up an account with Access Indiana.

Account Information
• After the Access Indiana account is created, the user will access PPOP-IN from https://ppopin.in.gov/. This includes password resets (if needed).
Taxpayer versus Authorized Agent

**Taxpayers**
- Individuals filing taxes on behalf of themselves.
- Businesses.

**Authorized Agents**
- Individuals that file on behalf of a business.
Support

Taxpayer/Authorized Agents
• A variety of support documents are available in PPOP-IN to assist taxpayers and authorized agents. Some of the documents prepared include user guides with step-by-step instructions, quick reference guides, videos, standard responses to frequently asked questions, and a single support contact.
Taxpayer/Authorized Agents

• Taxpayers and Authorized Agents that need assistance can contact their township or county assessor.

• Taxpayers may also submit questions to the Department of Local Government Finance Support Team by email at Support@dlgf.in.gov.
Questions?

Barry Wood

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  • Telephone: 317-232-3762
  • Email: bwood@dlgf.in.gov

• If you would like more information about PPOP-IN, please email Jenny Banks at Jbanks@dlgf.in.gov.