



Department of Local Government Finance

PPOP-IN Training

Barry Wood
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



Overview

- Seven (7) property tax forms available:
 - Form 102
 - Form 103 Short
 - Form 103 Long
 - Form 103-N
 - Form 103-0
 - 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/>
 - Account Information - <https://ppopin.in.gov/>



Account Information

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.



Support

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

- Assessment Division Director
 - 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.