TANGIBLE PERSONAL PROPERTY TAX RETURN

General instructions

Complete this Personal Property Tax Return in accordance with the instructions provided herein as your declaration of personal property situated in this county. If any schedule has insufficient space, attach a separate sheet. Please print or type except for signature.

Social security numbers are used by the Florida property appraisers as identifiers for the administration of Florida's property taxes. Social security numbers obtained for tax administration purposes are confidential under sections 119.071 and 192.0105, Florida Statutes, and not subject to disclosure as public records.

WHAT TO REPORT ON THIS RETURN:

1. Tangible Personal Property - include all goods, chattels, and other articles of value (but not tagged vehicles) capable of manual possession and whose chief value is intrinsic to the article itself.
2. Items of inventory held for lease to customers in the ordinary course of business, rather than for sale, shall be deemed inventory only prior to the initial lease of such items and MUST be reported after their initial lease or rental as equipment and/or furniture or fixtures.
3. ALL FULLY DEPRECIATED ITEMS MUST BE REPORTED AT ORIGINAL COST WHETHER WRITTEN OFF OR NOT.
4. Property personally owned, but used in the business must be reported.

DO NOT INCLUDE:

1. Intangible Personal Property - that is money, all evidences of debt owed to the taxpayer, all evidence of ownership in a corporation, etc.
2. Household Goods such as wearing apparel, appliances, furniture, and other items ordinarily found in the home and used for the comfort of the owner and his family, and not used for commercial purposes.
3. Automobiles, Trucks, and other licensed Vehicles - These are not taxable as personal property. (EXCEPTION: The equipment, on certain power cranes, air compressors, and other equipment designed as a tool rather than primarily as a hauling vehicle.)
4. Inventory - Those chattels consisting of items commonly referred to as goods, wares, and merchandise which are held for sale to customers in the ordinary course of business. Also, inventory is construction and agricultural equipment weighing 1,000 pounds or more that is returned to a dealership under a rent-to-purchase option and held for sale to customers in the ordinary course of business. See section 192.001(11)(c), Florida Statutes.

VALUATION OF PERSONAL PROPERTY:
All property located in this county as of January 1 must be reported at 100% of the original total cost. Include sales tax, transportation, handling and installation charges if incurred. Report the total cost of all assets.

ADJUSTMENTS TO VALUES - TAXPAYER'S ESTIMATE OF FAIR MARKET VALUE:
Enter only UNADJUSTED figures in areas calling for Original Cost. However, Florida law provides that the taxpayer shall also provide an estimate of the current fair market value of the property. An adjustment is a variation from purchase price paid. Adjusted figures MUST be explained on an attached supplemental schedule. Such schedules are considered part of the return.

LOCATION OF PERSONAL PROPERTY:
With the exception noted in the following paragraph, a SEPARATE personal property return must be filed for each location in the county. Additional forms will be mailed on request; contact your county property appraiser's office.

Owners of vending machines, LP/Propane tanks and similar free standing property at many locations may submit a single schedule in lieu of individual property statements, but may be required by the Property Appraiser to provide a list of site addresses. Owners that previously reported on DR-405E or other owners of similarly integrated property may submit a single schedule.

Specific instructions

In the appropriate schedule, list the original installed cost for assets of your business. Assets in each schedule must be grouped by year of acquisition.

The figure you enter as "original cost" must include the total original installed cost of your equipment, before any allowance for depreciation. Include sales tax, freight-in, handling, and installation costs. If a trade-in was deducted from the invoice price, enter the invoice price.

Add back investment credits taken for federal income tax purposes if those were deducted from the original cost. INCLUDE ALL FULLY DEPRECIATED ITEMS AT ORIGINAL COST, WHETHER WRITTEN OFF OR NOT.

INFORMATION REGARDING THE TAX LAWS OF FLORIDA

§192.042, Florida Statutes - DATE OF ASSESSMENT - January 1.
§193.052, Florida Statutes - FILING REQUIREMENT
§193.062, Florida Statutes - DATES FOR FILING RETURNS – January 1 through April 1.
§193.063, Florida Statutes - EXTENSIONS FOR FILING
§193.072, Florida Statutes - PENALTIES.
§193.074, Florida Statutes - CONFIDENTIALITY
§195.027(4), Florida Statutes - RETURN REQUIREMENTS
§196.021, Florida Statutes - TAX RETURNS TO SHOW ALL EXEMPTIONS AND CLAIMS
§837.06, Florida Statutes – FALSE OFFICIAL STATEMENTS

Specific instructions continued

List each item of tangible personal property separately in the appropriate schedule except for "classes" of personal property. A class is defined as items which are SUBSTANTIALLY similar in function, use and age. DO NOT use the terms "VARIOUS" or "SAME AS LAST YEAR". This is inadequate reporting and may subject you to penalties for FAILURE TO FILE.

List all items of furniture and fixtures, all machinery and equipment, supplies, and certain types of equipment attached to mobile homes. All expensed items must be entered at original cost.

For each item, report your estimate of the current fair market value of the property and your estimate of the condition of that item (Good, Average, Poor).

LEASED, LOANED, AND RENTED EQUIPMENT:
If you borrow, rent, or lease equipment from others, complete Schedule 1 by entering the name and address of the owner or lessor and a description of the equipment; year you acquired it; year of manufacture, if known; the rent per month; and the amount it would have originally cost had you purchased the equipment new.

If you own equipment that is out on loan, rental, or lease basis to others, report it on the Schedule 2 and enter the totals as PPS line 22.

PERSONAL PROPERTY SUMMARY:

PPS#	
10	OFFICE FURNITURE & OFFICE MACHINES & LIBRARY
10a	PHONES, PHONE SYSTEMS, COPIERS, PRINTERS, FAXES
11	EDP EQUIPMENT, COMPUTERS, WORD PROCESSORS
12	STORE, BAR & LOUNGE, & RESTAURANT FURNITURE AND EQUIPMENT, ETC.
13	MACHINERY AND MANUFACTURING EQUIPMENT
14	FARM, GROVE AND DAIRY EQUIPMENT - List all types of agricultural equipment you owned as of January 1. Describe property by type, manufacturer, model number, and year acquired. The following is a partial list of the types of equipment which are to be reported: bulldozers, draglines, mowers, balers, tractors, and all types of dairy equipment, pumps, irrigation pipe - show feet of main line and sprinklers, hand and power sprayers, heaters, discs, fertilizer distributors, etc.
15	PROFESSIONAL, MEDICAL, DENTAL, LABORATORY EQ.
16	HOTEL, MOTEL, & APARTMENT COMPLEX
16a	RENTAL UNITS: List all household goods, i.e., Furniture, appliances and equipment used in rental or other commercial property. Both residents and non-residents must report if house, condo, duplex, etc. is rented at any time during the year.
17	MOBILE HOME ATTACHMENTS
18	SERVICE STATION & BULK PLANT EQUIPMENT – UNDERGROUND TANKS, LIFTS, TOOLS
19	SIGNS - BILLBOARD, POLE, WALL, PORTABLE, DIRECTIONAL, ETC.
20	LEASEHOLD IMPROVEMENTS MUST BE GROUPED BY TYPE, YEAR OF INSTALLATION AND DESCRIPTION
21	POLLUTION CONTROL EQUIPMENT
22	EQUIPMENT OWNED BY YOU BUT RENTED, LEASED OR HELD BY OTHERS
23	SUPPLIES - Enter the average cost of supplies that are on hand, including expensed supplies, such as stationery and janitorial supplies, linens, silverware, etc. Which may not have been recorded separately on your books. Include items which you carry in your inventory account but which DO NOT come within the definition of "inventory" subject to exemption.
24	RENEWABLE ENERGY SOURCE DEVICES
25	OTHER - PLEASE SPECIFY

THE FILING OF THIS RETURN WILL SERVE AS YOUR APPLICATION FOR THE $25,000 TANGIBLE EXEMPTION PURSUANT TO 196.183 OF THE FLORIDA STATUTES.

FAILURE TO FILE THIS RETURN AS REQUIRED WILL RESULT IN THE LOSS OF YOUR TANGIBLE EXEMPTION AND WILL RESULT IN ASSESSMENT OF PENALTIES PURSUANT TO SECTIONS 193.072 AND 196.183 OF THE FLORIDA STATUTES.

IF YOU ASK, THE PROPERTY APPRAISER WILL GIVE YOU AN EXTENSION FOR 30 DAYS AND MAY GRANT AN ADDITIONAL 15 DAYS. YOU MUST ASK FOR THE EXTENSION IN TIME FOR THE PROPERTY APPRAISER TO CONSIDER THE REQUEST AND ACT ON IT BEFORE APRIL 1.

PENALTIES

Failure to file - 25% of the total tax levied against the property for each year that no return is filed

Filing late - 5% of the total tax levied against the property covered by that return for each year, for each month, or portion thereof, that a return is late, but not to exceed 25% of the total tax

Unlisted property - 15% of the tax attributable to the omitted property.

E-FILE YOUR TPP RETURN ON OUR WEBSITE

You may now prepare and file your Tangible Personal Property Tax Return online at https://www.pa.marion.fl.us/TPPeFile.aspx. We have implemented a sign-in procedure that requires a predetermined, static e-File Personal Identification Number (PIN) code. Your e-File PIN code is located on the top left of the Tangible Personal Property Tax Return.

In order to begin the e-File process, you will need the following information:

1. The e-File PIN from the printed return.
2. Federal EIN Number or Social Security Number.
3. A list of Equipment or Assets that were added/removed/changed during the previous year.



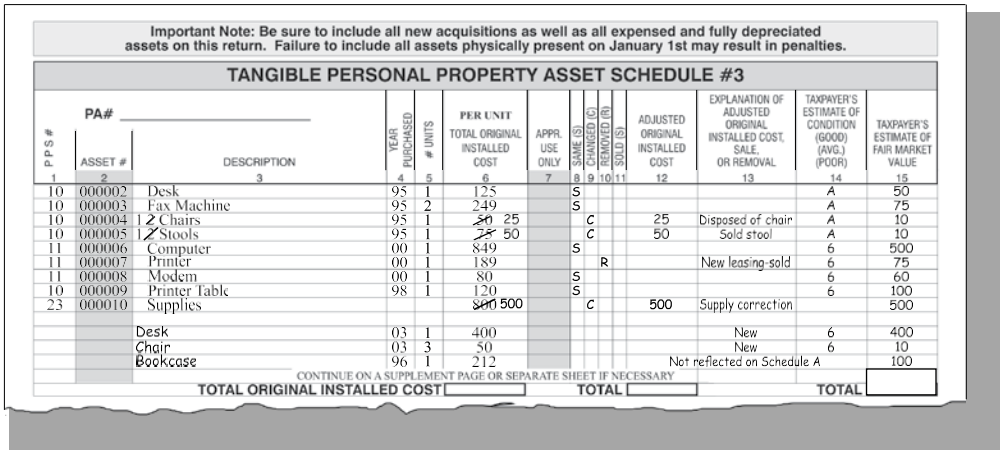
SAMPLE OF COMPLETED TAX RETURN

FRONT SIDE - GENERAL SECTION, QUESTIONS 1-10a - Please verify printed data from our records. If data has changed, is incorrect or not reflected, please correct on form. If property has been sold, complete 10 and 10a, sign form and return to us with a copy of the Bill of Sale.

SCHEDULE #1 - List any leased, loaned or rented equipment in your possession on January 1st. Attach additional sheets if necessary.

SCHEDULE #2 - List any equipment you may own but was out on loan, rent or lease to others on January 1st. Attach additional sheets if necessary.

SIGNATURE BLOCK - Be sure to date & sign your return. The return is considered incomplete without the taxpayer's signature.



Important Note: Be sure to include all new acquisitions as well as all expensed and fully depreciated assets on this return. Failure to include all assets physically present on January 1st may result in penalties.

TANGIBLE PERSONAL PROPERTY ASSET SCHEDULE #3

PA# _____

PPS #	ASSET #	DESCRIPTION	YEAR PURCHASED	# UNITS	PER UNIT TOTAL ORIGINAL INSTALLED COST	APPR. USE ONLY	SAME (S)	CHANGED (C)	REMOVED (R)	SOLD (S)	ADJUSTED ORIGINAL INSTALLED COST	EXPLANATION OF ADJUSTED ORIGINAL INSTALLED COST, SALE, OR REMOVAL	TAXPAYER'S ESTIMATE OF CONDITION (6000) (AVG.) (POOR)	TAXPAYER'S ESTIMATE OF FAIR MARKET VALUE
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
10	000002	Desk	95	1	125		S						A	50
10	000003	Fax Machine	95	2	249		S						A	75
10	000004	12 Chairs	95	1	~~50~~ 25			C			25	Disposed of chair	A	10
10	000005	12 Stools	95	1	~~75~~ 50			C			50	Sold stool	A	10
11	000006	Computer	00	1	849		S						6	500
11	000007	Printer	00	1	189				R			New leasing-sold	6	75
11	000008	Modem	00	1	80		S						6	60
10	000009	Printer Table	98	1	120		S						6	100
23	000010	Supplies			~~800~~ 500			C			500	Supply correction		500
		Desk	03	1	400							New	6	400
		Chair	03	3	50							New	6	10
		Bookcase	96	1	212						Not reflected on Schedule A			100

CONTINUE ON A SUPPLEMENT PAGE OR SEPARATE SHEET IF NECESSARY

TOTAL ORIGINAL INSTALLED COST [ ] TOTAL [ ] TOTAL [ ]

BACK SIDE - SCHEDULE #3 - IF YOU FILED A PERSONAL PROPERTY TAX RETURN LAST YEAR, SCHEDULE #3 WILL DISPLAY THE "DESCRIPTION," "YEAR PURCHASED," AND "ORIGINAL INSTALLED COST" OF EACH ITEM ON OUR RECORDS. PLEASE VERIFY EACH ASSET IN THE FOLLOWING MANNER:

- If you still have the asset listed, place an "S" in the columns marked "Same (S)."
- Place a "C" in the column marked "Changed (c)" if the original installed cost of the asset or group of assets has changed. For example, if a group of assets were reported at one cost and a portion of the assets were sold or disposed of during the year, place a "C" in the appropriate column and record the adjusted original installed cost in the column marked "Adjusted Original Installed Cost."
- Place an "R" in the column marked "removed (R)" if the asset or group of assets were completely disposed of prior to January 1st.
- Place an "S" in the column marked "Sold (S)" and provide an explanation.
- Please explain any "C" or "R" entry in the explanation column. Attach additional sheets if necessary.
- Enter taxpayer's estimate of condition and fair market value.
- List description, year purchased and original cost on any assets not reflected on the asset schedule.
- List description, year purchased and original cost on any assets purchased or acquired since your last return was filed. (Property Appraiser will enter PPS # and Asset #.)

ALL INFORMATION ON BOTH SIDES MUST BE COMPLETED IN FULL TO BE A VALID RETURN

FINAL INSTRUCTIONS

- Please verify all pre-printed information on lines 1-10a.
- Attach any additional schedules or supplemental information to return.
- Return to Property Appraiser's Office in the enclosed envelope.
- Please verify location and mailing address.
- Be sure to sign the front of return.
- All returns must be postmarked by April 1st to avoid penalties.