



FORM 103- SHORT FORM See 50 IAC 4.2-4		CONFIDENTIAL			SCHEDULE A MARCH 1, 2012		
LINE	YEAR OF ACQUISITION	DEPRECIABLE PERSONAL PROPERTY	COLUMN A		COLUMN B		
			TOTAL COST	T.T.V.%	TRUE TAX VALUE		
1	From To 3-1-12 *			40	\$		
2	3-2-11 To 3-1-12			40			
3	3-2-10 To 3-1-11			60			
4	3-2-09 To 3-1-10			55			
5	3-2-08 To 3-1-09			45			
6	3-2-07 To 3-1-08			37			
7	3-2-06 To 3-1-07			30			
8	3-2-05 To 3-1-06			25			
9	3-2-04 To 3-1-05			20			
10	3-2-03 To 3-1-04			16			
11	3-2-02 To 3-1-03			12			
12	Prior To 3-2-02			10			
13	TOTALS		\$		\$		
14	30% of line 13, Column A		\$				
Line 15 must be the greater of Line 13, Column B or Line 14 (See 50 IAC 4.2- 4-9)							
15	Total True Tax Value of Depreciable Personal Property (To Summary on reverse side)					\$	

Fully depreciated assets **must** be included in the total cost to be reported in Schedule A above.

**Election** to report cost of Depreciable Assets by Federal tax year .....  Yes  No

**Election** available **only** when federal tax year ends December 31 or January 31. See 50 IAC 4.2-4-6 (c).

\* **If taxpayer** elects to report cost above on federal tax year basis, assets acquired from the prior federal tax year end to March 1 are to be reported on the first line of the appropriate pool.

**Filing Basics:**

- To locate contact information for the various county offices (Assessor, Auditor, & Treasurer), locate forms, and learn more about Indiana's personal property tax system, go to [www.in.gov/dlgf](http://www.in.gov/dlgf).
- Every person owning, holding, possessing, or controlling personal property in Indiana on March 1<sup>st</sup> is required to file a form by May 15<sup>th</sup>.
- Taxpayers may request up to a thirty (30) day extension of time to file their return. The written request should be sent to the assessor before the filing deadline of May 15<sup>th</sup> and should include a reason for the request. The assessor has the authority to approve, deny, or set a different deadline of less than thirty (30) days for each request received.
- Personal property must be assessed in each taxing district where property has a tax situs.
- Inventory located in the State of Indiana is exempt and is not required to be reported.
- It is the responsibility of the taxpayer to obtain forms from the assessor and file a timely return. The forms are also available on-line at the department's website, [www.in.gov/dlgf](http://www.in.gov/dlgf).
- If you hold, possess, or control not-owned personal property on the assessment date, you have a liability for the taxes imposed for that year unless you establish that the property is to be assessed to the owner. This is done by completing a Form 103-N, attaching it to the Form 103 Short, and filing it with the assessor. NOTE: Failure to properly disclose lease information may result in a double assessment.
- Taxpayers who discover an error was made on their original timely filed personal property tax return have the right to file an amended return. The amended return must be filed within twelve (12) months of the due date or the extended due date (if up to a thirty (30) day extension was granted) of their original return.

**Information of Not-Owned Personal Property Which Is To Be Assessed To The Owner**

NOTE: This form is for the reporting of two or less Operating Leases. For all other leases, the Form 103-N (for the lessee) and the Form 103-O (for the lessor) should be utilized. For more information on the reporting of leased equipment, refer to 50 IAC 4.2-8. Failure to properly disclose lease information may result in a double assessment.

Name and Address of Owner	Location of Property	Date of Lease (month, day, year)	Model Number and Description	Quantity	Cost, If Known