



# SINGLE RETURN - BUSINESS TANGIBLE PERSONAL PROPERTY

State Form 53854 (R3 / 12-11)  
Prescribed by the Department of Local Government Finance

**FORM 103-SR**

**PRIVACY NOTICE**

The records in this series are confidential according to IC 6.1-1-35-9.

March 1, 2012

For assessor's use only

**INSTRUCTIONS:** PLEASE TYPE or PRINT.

- This form must be **filed with the Assessor of the county in which the property is located** not later than May 15 unless an extension is granted in writing.
- This form is for use by taxpayers who have personal property in more than one (1) township in a county and the total assessed value of the personal property in the county is less than one million five hundred thousand dollars (\$1,500,000).
- If you are claiming any special adjustments such as equipment not placed in service, special tooling, permanently retired equipment, abnormal obsolescence, economic revitalization, or other deductions, file the Form 103 Long.

The county assessor may refuse to accept a single personal property tax return that does not have attached to it a schedule listing, by township, all the personal property of the taxpayer and the assessed value of the property for each taxing district as required. [IC 6-1.1-3-7 (f)]

Taxpayers who are not eligible to file Form 103-SR, or who wish to use a substitute return form, may seek approval from the Department of Local Government Finance to use an unprescribed form. Approval to use an unprescribed return form must be obtained in advance from the Department of Local Government Finance. [50 IAC 4.2-2-9(c)]

Name of taxpayer			
Name to which assessment and tax notice is to be mailed		County	
Address to which assessment and tax notice is to be mailed (number and street, city, state, and ZIP code)		Federal Identification number **	
Nature of business		NAICS code number *	
1. Federal Income Tax year ends	2. Name under which federal return is filed	3. Location of accounting records	
4. Form of business <input type="checkbox"/> Partnership or Joint Venture <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Estate or Trust <input type="checkbox"/> Other (describe) _____			
5. Did you own, hold, possess, or control any leased, rented, or other depreciable personal property on March 1? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, file Form 103-N or Form 103-O (see 50 IAC 4.2-8-3 and 4). Failure to properly disclose lease information may result in a double assessment.	
<b>LOCATION SUMMARY:</b> List each location where you own, hold, possess or control Personal Property subject to assessment. Include the complete address (street address) for each location. Assign a location number to each separate location. Attach additional sheets if necessary.			Additional locations Page _____ of _____
LOCATION NUMBER	TOWNSHIP	DLGF TAXING DISTRICT NUMBER	NAME UNDER WHICH BUSINESS IS CONDUCTED (if different than above) AND SPECIFIC STREET ADDRESS (number and street, city, state, and ZIP code)
<b>SUMMARY</b> (Round all numbers to nearest ten dollars)		LOCATION NUMBER	LOCATION NUMBER
SCHEDULE A - PERSONAL PROPERTY	+ \$	_____	_____
FINAL ASSESSED VALUE	= \$	_____	_____
<b>SUMMARY</b> (Round all numbers to nearest ten dollars)		LOCATION NUMBER	LOCATION NUMBER
SCHEDULE A - PERSONAL PROPERTY	+ \$	_____	_____
FINAL ASSESSED VALUE	= \$	_____	_____
* NAICS - North American Industry Classification System - A complete list of codes may be found at <a href="http://www.census.gov">www.census.gov</a> . The Indiana Code (IC) and Indiana Administrative Code (IAC) may be found on-line at the DLGF website - <a href="http://www.in.gov/dlgef">www.in.gov/dlgef</a> . For further questions, contact the Assessor (available on the DLGF website).			
** An individual using his/her Social Security number as the federal identification number is only required to provide the last four (4) digits of that number. IC 4-1-10-3			
<b>SIGNATURE AND VERIFICATION</b>			
<b>Under penalties of perjury</b> , I hereby certify that this return (including accompanying schedules and statements), to the best of my knowledge and belief, is true, correct and complete; 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 of this return, as required by law; and is prepared in accordance with IC 6-1.1 et seq., as amended, and regulations promulgated with respect thereto.			
Signature of authorized person		Date (month, day, year)	
Printed name of authorized person	Title	Telephone number (      )	
Signature of person preparing return, if different than authorized person		Name and contact information of preparer	

**SCHEDULE A FOR FORM 103-SR**

**MARCH 1, 2012**

Part of State Form 53854 (R3 / 12-11)

**INSTRUCTIONS:** 1. Assign a location number to each separate location within a county.  
 2. If more than one page is necessary, attach additional forms and indicate on front of Form 103-SR.

**NOTE:** The location numbers shown below must correspond with the locations and location numbers shown on the front of this form (Form 103-SR) and on the reverse side of Form 104-SR.

DEPRECIABLE PERSONAL PROPERTY									
LOCATION NUMBER ▶			#				#		
TAXING DISTRICT NUMBER ▶			#				#		
LINE	YEAR OF ACQUISITION	TTV%	COLUMN A TOTAL COST	COLUMN B TTV	COLUMN A TOTAL COST	COLUMN B TTV	COLUMN A TOTAL COST	COLUMN B TTV	
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 (TTV) of Depreciable Personal Property (to Summary on Form 103-SR)								

DEPRECIABLE PERSONAL PROPERTY									
LOCATION NUMBER ▶			#				#		
TAXING DISTRICT NUMBER ▶			#				#		
LINE	YEAR OF ACQUISITION	TTV%	COLUMN A TOTAL COST	COLUMN B TTV	COLUMN A TOTAL COST	COLUMN B TTV	COLUMN A TOTAL COST	COLUMN B TTV	
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 (TTV) of Depreciable Personal Property (to Summary on Form 103-SR)								

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.