



# SINGLE RETURN - BUSINESS TANGIBLE PERSONAL PROPERTY

State Form 53854 (R18 / 4-25)

Prescribed by the Department of Local Government Finance

**FORM 103 – SR**

## PRIVACY NOTICE

This form contains confidential  
information pursuant to IC 6-1.1-35-9.

**JANUARY 1, 2025**

For Assessor's Use Only

INSTRUCTIONS: Complete this form (type or print) and file with the applicable assessor by May 15, 2025, unless an extension has been granted.

NOTE: For taxpayers with less than \$80,000 in acquisition costs to report within the county, legislation was passed in 2021 which exempts this property. If you are declaring this exemption, please file Form 103 – Short or Form 103 – Long.

### SECTION I

|  |                                  |
|--|----------------------------------|
| Name of Taxpayer   |                                  |
| Name for Assessment and Tax Notice to be Mailed  | County                           |
| Address for Assessment and Tax Notice to be Mailed ( <i>number and street, city, state, and ZIP code</i> ) | Federal Identification Number ** |
| Nature of Business   | NAICS Code Number *              |

### SECTION II

|  |                                       |                                   |
|--|---------------------------------------|-----------------------------------|
| 1. Federal Income Tax Year Ends  | 2. Name Federal Return is Filed Under | 3. Location of Accounting Records |
| 4. Form of Business<br><input type="checkbox"/> Partnership or Joint Venture <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation<br><input type="checkbox"/> Estate or Trust <input type="checkbox"/> Other ( <i>describe</i> ) _____  |                                       |                                   |
| 5. Did you own, hold, possess, or control any leased, rented, or other depreciable personal property on January 1? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>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.</i> |                                       |                                   |

### SECTION III

| <b>LOCATION SUMMARY:</b> List each location where you own, hold, possess, or control personal property subject to assessment. Include the complete address ( <i>street address</i> ) for each location. Assign a location number to each separate location. Attach additional sheets if necessary. |          | Additional Locations<br>Page _____ of _____ |   |
|--|----------|---|---|
| LOCATION NUMBER  | TOWNSHIP | DLGF TAXING DISTRICT NUMBER                 | NAME UNDER WHICH BUSINESS IS CONDUCTED ( <i>if different than above</i> ) AND SPECIFIC STREET ADDRESS ( <i>number and street, city, state, and ZIP code</i> ) |
|  |          |   |   |
|  |          |   |   |
|  |          |   |   |
|  |          |   |   |
|  |          |   |   |
|  |          |   |   |
| <b>SUMMARY</b><br>(Round all numbers to nearest ten dollars.)  |          | <b>LOCATION NUMBER</b>                      | <b>LOCATION NUMBER</b>  |
| <b>SCHEDULE A – PERSONAL PROPERTY</b> +  |          | \$  | \$  |
| <b>FINAL ASSESSED VALUE</b> =  |          | \$  | \$  |
| <b>SUMMARY</b><br>(Round all numbers to nearest ten dollars.)  |          | <b>LOCATION NUMBER</b>                      | <b>LOCATION NUMBER</b>  |
| <b>SCHEDULE A – PERSONAL PROPERTY</b> +  |          | \$  | \$  |
| <b>FINAL ASSESSED VALUE</b> =  |          | \$  | \$  |

\* NAICS – North American Industry Classification System – A complete list of codes may be found at: [www.census.gov](http://www.census.gov). For further information, contact that assessor (*contact information is available at: <https://www.in.gov/dlgf/contact-your-local-officials/>*).

\*\* 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

### SECTION IV

### SIGNATURE AND VERIFICATION

Under penalties of perjury, 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 | Printed Name of Authorized Person | Date ( <i>month, day, year</i> ) |
| Title of Authorized Person     | Telephone Number<br>(    )        | Email of Authorized Person       |

**SCHEDULE A FOR FORM 103 – SR****JANUARY 1, 2025**

Part of State Form 53854 (R18 / 4-25)

**INSTRUCTIONS:**

- This form must be filed with the county assessor of the county in which the property is located not later than May 15, 2025, unless an extension is granted in writing. Contact information for the assessor is available at: <https://www.in.gov/dlgf/contact-your-local-officials/>.
- This form is for use by taxpayers who have personal property in more than one (1) township in a county.
- 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.
- Assign a location number to each separate location within a county.
- If more than one (1) page is necessary, attach additional forms and indicate you have done so on the front of the Form 103 – SR.
- A Form 104 – SR must be filed with this return.

**NOTE:** The location number 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.

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(e)]

| DEPRECIABLE PERSONAL PROPERTY  |   |      |                        |                 |                        |                 |                        |                 |
|--|---|------|------------------------|-----------------|------------------------|-----------------|------------------------|-----------------|
| LOCATION NUMBER ►  |   |      | #                      |                 |                        |                 | #                      |                 |
| TAXING DISTRICT NUMBER ►   |   |      | #                      |                 |                        |                 | #                      |                 |
| LINE   | YEAR OF ACQUISITION   | TTV% | COLUMN A<br>TOTAL COST | COLUMN B<br>TTV | COLUMN A<br>TOTAL COST | COLUMN B<br>TTV | COLUMN A<br>TOTAL COST | COLUMN B<br>TTV |
| 1  | 1-2-24 To 1-1-25  | 40%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 2  | 1-2-23 To 1-1-24  | 60%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 3  | 1-2-22 To 1-1-23  | 55%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 4  | 1-2-21 To 1-1-22  | 45%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 5  | 1-2-20 To 1-1-21  | 37%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 6  | 1-2-19 To 1-1-20  | 30%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 7  | 1-2-18 To 1-1-19  | 25%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 8  | 1-2-17 To 1-1-18  | 20%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 9  | 1-2-16 To 1-1-17  | 16%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 10   | 3-2-15 To 1-1-16  | 12%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 11   | Prior To 3-2-15   | 10%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 12   | TOTALS  |      | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 13   | 30% of Line 12, Column A  |      | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| Line 14 must be the greater of Line 12, Column B or Line 13 [see 50 IAC 4.2-4-9] |   |      |                        |                 |                        |                 |                        |                 |
| 14   | 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<br>TOTAL COST | COLUMN B<br>TTV | COLUMN A<br>TOTAL COST | COLUMN B<br>TTV | COLUMN A<br>TOTAL COST | COLUMN B<br>TTV |
| 1  | 1-2-24 To 1-1-25  | 40%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 2  | 1-2-23 To 1-1-24  | 60%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 3  | 1-2-22 To 1-1-23  | 55%  | \$                     | \$              | \$                     | \$              | \$                     | \$              |
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| 12   | TOTALS  |      | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| 13   | 30% of Line 12, Column A  |      | \$                     | \$              | \$                     | \$              | \$                     | \$              |
| Line 14 must be the greater of Line 12, Column B or Line 13 [see 50 IAC 4.2-4-9] |   |      |                        |                 |                        |                 |                        |                 |
| 14   | Total True Tax Value (TTV) of Depreciable Personal Property (to Summary on Form 103 – SR) |      | \$                     | \$              | \$                     | \$              | \$                     | \$              |