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Allen County Assessor – Business Personal Property Division

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www.allencounty.us/personal-property

Q. I am with a church, charity, and/or not for profit school who is exempt from property taxes (Form 136 filed with the Allen County Assessor's Office). Do I still need to file a business personal property return?

Yes. A full and complete form 103 and 104 **MUST** be filed on an annual basis. The under \$80,000 exemption does **NOT** apply to those that are considered a church, charity, or not for profit school with an approved property tax exemption.

Q. I am looking for my previously filed business personal property returns. Can I get copies?

Yes. You may retrieve copies of your previously filed 103 and/or 104 forms from our office. Please be aware that many forms related to business personal property are considered confidential pursuant IC 6-1.1-35-9, a confidentiality form request and a copy of the driver's license will be required.

Q. Can I email my form 103 and/or 104 return(s) to you?

Yes. However the form **MUST** be signed. You may send your submissions to personalproperty@co.allen.in.us. If your business operates equipment with an acquisition cost under \$80,000, you may also submit the form electronically on our website.

Q. How do I report my leased equipment?

Leased equipment is reported on a 103-N (not owned) or 103-O (owned) along with your 103 and/or 104 forms. As much information as possible should be provided to identify the asset(s), i.e. serial and/or model numbers, lease dates, cost, lessee and/or lessor contact information, etc.

Q. It seems that I cannot type on the form that is found online. What can I do?

If you find on your PC or other electronic device will **NOT** allow you to type directly on the form, look for an "Enable Editing" button at the top of the document. This may be all you need to click on in order to type in your information.

Q. I received a 113 form that says Notice of Assessment. Is this the amount I need to pay?

No. This is simply a notice from our office indicating a change in assessed value. If you received this notice because you did not file a form 103 and/or 104, you have 30 days from the date of the notice to file your return. If you do not agree with the assessed value, you have 45 days from the date of the notice to file an appeal.