ORANGE COUNTY TPP TAX RETURN INSTRUCTIONS

GENERAL INSTRUCTIONS

Complete this return if you own or lease personal property used for commercial purposes located in this county. Examples of tangible personal property are computers, furniture, tools, machinery, signs, equipment, leasehold improvements, supplies, and leased equipment. If the return is prepared by any person or firm acting as an agent for the owner, a letter of authorization from the owner must be submitted. Faxed or unsigned returns cannot be accepted. The return is subject to audit with all records kept by you. 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.

WHAT TO REPORT ON THIS RETURN

1. Tangible Personal Property- include all goods, chattels, and other articles of value capable of manual possession and whose chief value is intrinsic to the article itself.
2. Inventory held for **lease or rental** to customers in the ordinary course of business, rather than for sale shall be deemed inventory prior to the initial lease or rental of such items. After the initial lease or rental of such items, they MUST be reported as tangible personal property.
3. All fully depreciated items which have not been disposed of must be reported.
4. Property personally owned but used in the business.

DO NOT INCLUDE

1. Intangible Personal Property- money, evidence of debt owed to the taxpayer, all evidence of ownership in a corporation.
2. Household Goods- 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- If their primary purpose is to haul people and/or cargo; they are not taxable as tangible personal property. (EXCEPTION: Special purpose vehicles which qualify for registration as a tool are tangible personal property and must be reported.)
4. Inventory-Items commonly referred to as goods, wares, and merchandise which are held for sale.

VALUATION OF PERSONAL PROPERTY

All property located in Orange county as of January 1 must be reported at 100% of the TOTAL original cost. This includes, **sales tax**, transportation, handling, and installation charges. Florida law also provides that the taxpayer provide an estimate of current fair market value of the property.

EXEMPTION FOR PERSONAL PROPERTY

Each return is eligible for an exemption up to $25,000. By filing a DR-405 return on time you automatically apply for the exemption.

LOCATION OF PERSONAL PROPERTY

You must file a single return for each site in the county where you transact business. If you have freestanding property at multiple sites other than where you transact business, file a separate, but single, return for all such property located in the county. A list of site addresses is required by the Property Appraiser's office. If this is a new business, please contact the property appraiser's office at (407) 836-5049 for an account number.

Freestanding property placed at multiple sites includes vending and amusement machines, LP/propane tanks, utility and cable company property, billboards, leased equipment and similar property not customarily located in the offices, stores, or plants of the owner, but is placed throughout the county.

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 filed after the due date, but not to exceed 25% of the total tax.
Unlisted property – 15% of the tax attributable to the omitted property.

SPECIFIC INSTRUCTIONS

In the appropriate schedule, list the original installed cost for the assets of your business. All expensed items must be entered at original installed cost. For various classes of personal property such as furniture and fixtures, computers, machinery and equipment, leasehold improvements etc., the cost of the items that make up each class should be summarized and reported by year of acquisition. A detail listing of the individual assets that make up each class may be attached to the return. For each item, report your estimate of its condition (Good, Average, Poor).

The figure you enter as "original installed cost" must include the total cost 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 they were deducted from the original cost. Include all fully depreciated items which have not been disposed.

Assets Physically Removed

If you physically removed assets last year, complete the columns in the first section of page 2 on the return. If you sold, traded, or gave property to another business or person, include the name of the person in the last column.

Leased, Loaned, and Rented Equipment

If you hold equipment belonging to others and the lease is a true/ operating lease, complete this schedule by entering the name and address of the owner or lessor, a description of the equipment, year you acquired it, year of manufacture, if known, the monthly rent, and the amount it would have originally cost had you purchased the equipment new.

DO NOT report capital leases in this section. Capital leases should be filed in the same section as similar assets on your depreciation schedule are filed. To determine where to file on leased equipment, the lease agreement may need to be reviewed.

Line 16, 16a- Hotel, Motel, Apartment & Rental Units (Household Goods)

List all household goods such as furniture, appliances and equipment used in a rental or commercial property such as house, condo, apartment, hotel/condo, etc.

Line 20- Leasehold or Building Improvements (Physical modifications to leased or owned property)

If you have made any improvements (including modifications and additions) to property which you lease or own. **ATTACH AN ITEMIZED LIST OR DEPRECIATION SCHEDULE SHOWING THE INDIVIDUAL IMPROVEMENTS.** Examples of improvements are partitions, signs, shelving, cabinets, walk-in-coolers, underground tanks, etc.

Line 22- Equipment Owned By You but Rented, Leased, or Held by Others

Enter any equipment you own that is on a loan, rental, or lease basis to others. Include the name and physical location of the equipment.

Line 23- Supplies

Enter the average monthly cost of supplies that are on hand. Examples of supplies include chemicals, stationery and office supplies, janitorial supplies, medical supplies, fuels, etc. Supplies are stocks of goods intended to be consumed during the production process but are not part of the raw materials inventory that is processed into the finished product. Include items which you carry in your inventory account but do not meet the definition of "inventory" subject to exemption.

FLORIDA TAX LAW INFORMATION

§192.042, F.S. - Assessment date: Jan 1
§193.052, F.S. - Filing requirement
§193.062, F.S. - Filing date: April 1
§193.063, F.S. - Extension for filing
§193.072, F.S. - Penalties
§193.074, F.S. – Confidentiality
§195.027 (4), F.S. – Return Requirements
§196.183, F.S. - 25,000 Exemption
§837.06, F.S. - False Official Statements

RICK SINGH
Orange County Property Appraiser
200 S Orange Avenue, Suite 1700
Orlando, Florida 32801-3438
407-836-5049

TANGIBLE PERSONAL PROPERTY TAX RETURN

CONFIDENTIAL

DR-405, R. 12/11
Rule 12D-16.002, F.A.C.
Effective 11/12

SAMPLE

Return to property appraiser by **April 1** to avoid penalty.

Orange County	Tax Year 2013

Account number REG-088554

Name and address

NEW NAME
NEW MAILING ADDRESS

If name and address is incorrect, please make needed corrections.

Business name (DBA-Doing Business As) and mailing address:

BUSINESS NAME OCPA DBA
200 S ORANGE AVE
STE 1700
ORLANDO, FL 32801-3438

Federal Employer Identification Number 1 1 - 1 1 1 1 1 1 1

NAICS 5 6 1 4 9 9

1. Owner or person in charge JOHN DOE Phone (407) 555-1212
Business/corporate name X Y Z INC

2. Physical location (no PO Boxes) 200 S ORANGE AVE, STE 1700, ORLANDO FL 32801

3. Do you file a TPP tax return under any other name? ☑ Yes ☐ No
Name on most recent return or tax bill BUSINESS NAME DBA

4. Date you began business in this county 11/01/1991

5. Fiscal year end date 12/31/2012 If before 12/31 last year, does this return reflect additions/deletions through Dec 31? ☑ Yes ☐ No

6. Type or nature of your business BUSINESS SERVICES
Trade levels (check all that apply) ☐ Retail ☐ Wholesale ☐ Manufacturing ☐ Professional ☑ Service ☐ Agricultural ☐ Leasing/rental ☐ Other, specify:

7. Did you file a TPP return in this county last year? ☑ Yes ☐ No
Name and location BUSINESS NAME DBA
200 S ORANGE AVE, STE 1700, ORLANDO, FL 32801

8. Former owner of business PREVIOUS OWNER

9. If sold, to whom? Date sold

Personal Property Summary Schedule · Enter totals from page 2 or from an attached itemized list or depreciation schedule with original cost and date of acquisition.		Taxpayer's Estimate of Fair Market Value	Original Installed Cost	**For Property Appraiser Use Only**
10	Office furniture, office machines, and library	9,237	25,837	
11	EDP equipment, computers, and word processors	450	4,400	
12	Store, bar and lounge, and restaurant furniture, equipment, etc.			
13	Machinery and manufacturing equipment			
14	Farm, grove, and dairy equipment			
15	Professional, medical, dental, and laboratory equipment			
16	Hotel, motel, and apartment complex			
16a	Rental units (stove, refrigerator, furniture, drapes, and appliances)			
17	Mobile home attachments (carport, utility building, cabana, porch, etc.)			
18	Service station and bulk plant equipment (underground tanks, lifts, tools)			
19	Signs (billboard, pole, wall, portable, directional, etc.)			
20	Leasehold improvements - grouped by type, year of installation, and description	870	2,993	
21	Pollution control equipment			
22	Equipment owned by you but rented, leased or held by others	942	2,500	
23	Supplies not held for resale	250	250	
24	Other, specify:			
	TOTAL PERSONAL PROPERTY	11,749	35,980	

I declare I have read this tax return and the accompanying schedules and statements. The facts in them are true. If prepared by someone other than the taxpayer, the preparer signing this return certifies that this declaration is based on all information he or she has knowledge of.

Signature taxpayer *John Doe*	JOHN DOE Print name	OWNER Title	01/22/2013 Date
Signature preparer *James Preparer*	JAMES PREPARER Print name	59-555555 Preparer ID	01/22/2013 Date
Address TAX PROFESSIONAL, 22 PINE ST, ORLANDO, FL 32801		(407) 555-8866 Phone	

☐ $25,000 ☐ Widowed ☐ Blind ☐ Total disability ☐ Other, specify	Less Exemptions	
	Taxable Value	
	Penalties	
	Signature, deputy	Date

Sign and **date** your return, send the **original** to the county property appraiser's office by **April 1**. Unsigned returns **cannot** be accepted by the appraiser's office. If you are entitled to a widow's, widower's, or disability exemption on personal property (not already claimed on real estate), consult your appraiser.

Continued on page 2

TANGIBLE PERSONAL PROPERTY

Report all property owned by you including fully depreciated items still in use.

ASSETS PHYSICALLY REMOVED DURING THE LAST YEAR

Description	Age	Year Acquired	Taxpayer's Estimate of Fair Market Value	Original Installed Cost	Disposed, sold, or traded and to whom?
DESK	12	2001	0	500	JUNKED (REPLACED WITH NEW)
COMPUTER	2	2006	500	1,500	SOLD TO (BUYER NAME) $500

LEASED, LOANED, OR RENTED EQUIPMENT

Complete if you hold equipment belonging to others.

Name and Address of Owner or Lessor	Description	Year Acquired	Year of Manufacture	Monthly Rent	Original Installed Cost	Lease Purchase Option Yes	Lease Purchase Option No
LESSOR'S NAME & ADDRESS	COPIER	2006	2005	150	5,000	☐	✓
						☐	☐
						☐	☐

SCHEDULE FOR LINE 22, PAGE 1

Equipment owned by you but rented, leased, or held by others. Enter total on page 1.

Lease Number	Name/address of lessee Actual physical location	Description	Age	Year Acquired	Monthly Rent	Term	Taxpayer's Estimate of Fair Market Value	Cond*	Original Installed Cost New
C-555	LESSEE'S NAME & ADDRESS	COMPUTER	6	2007	800		942	good	2,500

SCHEDULES FOR PAGE 1, LINES 10 - 21, 23, and 24

APPRAISER'S USE ONLY

10 Enter line number from page 1. Description	Age	Year Acquired	Taxpayer's Estimate of Fair Market Value	Cond*	Original Installed Cost	Cond*	Value
FURNITURE	1	2012	644	good	700		
FURNITURE	4	2009	1,000	avg	1,500		
OFFICE EQUIPMENT	7	2006	118	avg	250		
FURNITURE/EQUIPMENT	9	2004	7,388	good	23,087		
FURNITURE/EQUIPMENT	10	2003	87	poor	300		
Enter totals on page 1.		TOTAL	9,237	TOTAL	25,837	TOTAL	

11 Enter line number from page 1. Description	Age	Year Acquired	Taxpayer's Estimate of Fair Market Value	Cond*	Original Installed Cost	Cond*	Value
COMPUTER	4	2009	260	good	2,000		
COMPUTER	5	2008	140	good	2,000		
COMPUTER	5	2008	50	avg	400		
Enter totals on page 1.		TOTAL	450	TOTAL	4,400	TOTAL	

20 Enter line number from page 1. Description	Age	Year Acquired	Taxpayer's Estimate of Fair Market Value	Cond*	Original Installed Cost	Cond*	Value
LEASEHOLDS	10	2003	870	avg	2,993		
Enter totals on page 1.		TOTAL	870	TOTAL	2,993	TOTAL	

*Condition: enter good, avg (average), or poor.

Add pages, if needed.

See instructions on pages 3.