

# 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 that is for sale as part of your business. Items commonly referred to as goods, wares, and merchandise that are held for sale, Also, inventory is construction and agricultural equipment weighing 1,000 pounds or more that is returned to a dealership under a rent-to-purchase option and held for sale to customers in the ordinary course of business. See section 192.001(11) (c), Florida Statutes.

### 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 requires 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 percent of the total tax levied against the property for each year that no return is filed.

**Filing late** – 5 percent 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.

**Property unlisted on the return** – 15 percent 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 should 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 slat walls, 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.

### **LINE 24- RENEWABLE ENERGY SOURCE DEVICES**

List all renewable energy source devices as defined in section 193.624, F.S. and section 196.182, F.S., provides an exemption to renewable energy sources devices considered tangible personal property. The exemption is granted based on a percentage of value, when the devices are installed, and what type of property the devices are installed on.

### **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, CFA**

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

**TANGIBLE PERSONAL PROPERTY TAX RETURN**

DR-405, R. 01/18  
 Rule 12D-16.002, F.A.C.  
 Effective 01/18

**CONFIDENTIAL**

**SAMPLE**

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

Orange County

Tax Year 2019

Account number REG-211299

Name and address:

NEW BUSINESS NAME  
 NEW MAILING ADDRESS

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 2 - 3 4 5 6 7 8 9

NAICS 5 2 3 9 9 9

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

1. Owner or person in charge <u>JOHN DOE</u> Phone <u>(407) 555-1212</u> Business/corporate name <u>X Y Z INC</u>	6. Type or nature of your business <u>MISC. FINANCIAL INVESTMENT</u> Trade levels (check all that apply) <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturing <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Service <input type="checkbox"/> Agricultural <input type="checkbox"/> Leasing/rental <input type="checkbox"/> Other, specify:
2. Physical location <u>200 S. ORANGE AVE STE 1700, ORANGE FL 32801</u> (no PO Boxes)	7. Did you file a TPP return in this county last year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name and location <u>200 S ORANGE AVE STE 1700, ORLANDO FL 32801</u>
3. Do you file a TPP tax return under any other name? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name on most recent return or tax bill <u>BUSINESS NAME DBA</u>	8. Former owner of business
4. Date you began business in this county <u>11/01/2000</u>	9. If sold, to whom? Date sold
5. Fiscal year <u>12/31/2018</u> If before 12/31 last year, does this return reflect additions/deletions through Dec 31? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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	14,680	34,747	
11	EDP equipment, computers, and word processors	890	5,700	
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	700	3,500	
21	Pollution control equipment			
22	Equipment owned by you but rented, leased or held by others			
23	Supplies not held for resale		250	
24	Renewable energy source devices			
25	Other, specify:			
<b>TOTAL PERSONAL PROPERTY</b>		<b>16,270</b>	<b>44,197</b>	

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 <i>John Doe</i>	JOHN DOE Print name	OWNER Title	01/07/2019 Date	<input type="checkbox"/> \$25,000 Less Exemptions <input type="checkbox"/> Widowed Taxable Value <input type="checkbox"/> Blind <input type="checkbox"/> Total disability <input type="checkbox"/> Other, specify
Signature preparer <i>James Preparer</i>	JAMES PREPARER Print name	59-555555 Preparer ID	01/07/2019 Date	
Address TAX PROFESSIONAL, 22 PINE ST. ORLANDO FL 32801		(407) 666-8888 Phone		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.

