INSTRUCTIONS TO UPLOAD A FILE:

1. For files with multiple accounts for one DBA, you may use any one of the usernames or passwords to login into the system. For one excel file all the accounts must have the same business name and mailing address.
2. DO NOT file online if you're filing a "final" or "zero value" return. Please inform us by submitting TPP Account Status Change Form
3. Once you've uploaded a file successfully, at any point you re-enter the application (e.g. filing an amended return, etc.) the previous file will be removed and replaced with the new file. If you previously uploaded a section, but the new file doesn't include that section, the previously uploaded data will be removed.
4. Refer to the attached sample and instructions sheet as you complete your excel file. Using our template is recommended when uploading a file.

INSTRUCTIONS TO CREATE THE SPREADSHEET:

1. File may be in Microsoft Excel 2003 with an .xls extension or 2007 version with an .xlsx extension. Macros must be disabled.
2. The maximum file size is 50 MB. If your file is larger than this, you can upload multiple files. Account numbers in one file must not exist in the other(s); otherwise, the previous uploaded data for the account will be overwritten.
3. Microsoft Excel 2003 maximum worksheet size is 65,536 rows and Microsoft Excel 2007 maximum worksheet size is 1,048,576 rows.
4. If you are using our template, skip to Section: Business Information.
5. Create a separate worksheet tab for each section that applies to your return.
6. **Everything in red is a required field and/or section.**
7. The file may contain other worksheets; however, please ensure the sections that are **applicable to your return** are named as follows:

   Business Information
   Leased, Loaned, Rented
   Rented Owned By You But Rented
   Assets Physically Removed
   Assets

8. The worksheet tab names must be **exact**. **Place all applicable data under its corresponding worksheet tab.**
9. The **Business Information and Assets worksheet is mandatory** but the others are optional.
10. The first row (column headings) of a worksheet tab must contain the corresponding column names. You will find the appropriate column names (Column headings in tables) under each Section.
11. The column names in your file must be an **exact** match including commas, periods and spaces. All data in the columns must be of the same type. If the column requires numbers enter digits only. **Do not** leave blank rows in between entries. **Do not** total any columns.

Section: Business Information

Questions from the DR-405 tax return (1-9a upper portion of the return)

Column Headings	Column Description
Account Number	Three characters and six digits
Business Name DBA	The business name is the DBA and not the corporate name.
NAICS Code	North American Industry Classification System code identifies the type of business. Numeric only
Fed Id Number	Numeric only formatted XX-XXXXXXX or XXXXXXXXX
Mailing Address1	Address where all trim notices, tax bills and returns will be sent. Line of address for attention or C/O
Mailing Address2	Street number and street name
Mailing Address 3	Suite #, Apt. #, or Unit #
City	City for mailing address
State	Two-character state code such as FL, GA, etc.
Zip Code	5 digits. Numeric only
Zip4	4-digit extension. Numeric only
1Person in Charge	Give name of the owner or person in charge of this business
1Telephone	Phone number of the person in charge. Numeric only formatted XXX-XXX-XXXX or XXXXXXXXXX
1Corporate Name	If there is a corporate name
2Physical Loc1	The actual location of the business as of Jan. 1st not P.O. Box. Street number and street name
2Physical Loc2	Suite #, Apt. #, or Unit #
2Physical Loc3	Extra line for physical address if needed.
2Physical Loc City	City for location address
2Physical Loc Zip	5 digits. Numeric only.
2Physical Loc Zip4	4 digit extension. Numeric only
3YN	Do you file a tangible personal property tax return under any other name? Y=Yes or N=No
3Exact Name	Show name exactly as it appeared on your most recent personal property tax bill or other current tax return
4Date Began	Date you began business in this county. Numeric only formatted MM/DD/YYYY
5Fiscal Yr	What is your fiscal year? Numeric only formatted MM/DD/YYYY
5aYN	Although my fiscal year ended prior to December 31 of the past calendar year, this return reflects property additions and deletions through December 31. Y=Yes or N=No
6Nature of Business	Describe type of your business
6Trade Level	Include as many as apply-R=retail, W-Wholesale, M=Manufacturing, P=Professional, S=Service, A=Agriculture, L=Leasing/Rental or O=Other
7YN	Did you file a tangible personal property return in this county last year? Y=Yes or N=No
7Name	If yes, what name?
7Where	If yes, where?
8Former Owner	List the former owner of the business.
8 Former Owner Phone	List the telephone number for the former owner.
9Business Sold to Whom	Did you sell this business in the last year? If so to whom?
9Date Sold	If sold, when did it sell? Numeric only formatted MM/DD/YYYY

Section: Leased, Loaned, Rented

Column Headings	Column Description
Account Number	Three characters and six digits
Name and Address of Owner or Lessor	Both characters and digits are allowed
Description	Detailed listing of individual assets – Both characters and digits are allowed.
Year Acquired	Four digit year only. Example: 2005
Year of Mfg.	Four digit year only. Example: 2005
Rent Per Month	Numeric field only.
Retail Installed Cost New	Numeric field only
Lease Purchase Option	Y=Yes or N=No – Not case sensitive.

Section: Owned By You But Rented:

Note: For vending and leasing accounts, **DO NOT** file your assets here. File below under Section: Assets

This section is for assets listed under Line 22 of the return for assets owned by you but rented, leased or held by others.

Column Headings	Column Description
Account Number	Three characters and six digits only
Lease Number	Both characters and digits are allowed.
Name/Address of Lessee Actual Physical Location	Both characters and digits are allowed.
Description	Detailed listing of individual assets.
Age	Three digit numeric field only
Year Acquired	Four-digit year only. Example: 2005
Rent per Month	Numeric field only
Term	Two digit numeric field only
Taxpayer's Estimate of Fair Market Value	Numeric field only
Taxpayer's Estimate of Condition	G= Good, A= Average, P= Poor - Not case sensitive.
Retail Installed Cost New	Numeric field only

Section: Assets Physically Removed:

Enter all assets physically removed during last year under this section. To remove assets previously filed, you must have these assets in your file under tab Assets Physically Removed.

Column Headings	Column Description
Account Number	Three characters and six digits only
Description	Detailed listing of individual asset.
Age	Three digit numeric field only
Year Acquired	Four digit year only. Example: 2005
Taxpayer's Estimate of Fair Market Value	Numeric field only
Original Installed Cost	Numeric field only. Total original cost. This included sales tax, transportation, handling and installation charges if incurred.
Disposed, sold, traded and to whom?	Give an explanation of removal. Both characters and digits are allowed

Section: Assets:

Enter all assets owned by the business such as furniture and fixtures, computers, leasehold improvements, supplies etc.

Line 24-Other has changed to Line 25- please update your file with the changes.

Column Headings	Column Description
Account Number	Three characters and six digits only
Line Number	See DR 405 return- Personal Property Summary. USE THESE LINE NUMBERS ONLY: 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 24 and 25.. Example: Line 10- Office Furniture & Office Machines & Library. For Line 16A assets use Line 25- Other and include a detailed description for each asset For Line 22 assets use “Owned By You But Rented” section.
Description of Item	Detailed listing of individual assets. To determine the life year for assets this field is needed. Both characters and digits are allowed.
Age	Three digit numeric field only.
Year Acquired	Four digit year only. Example: 2005
Taxpayer’s Estimate of Fair Market Value	Numeric field only
Taxpayer’s Estimate of Condition	G= Good, A= Average, P= Poor - Not case sensitive.
Original Installed Cost	Numeric field only. Total original cost. This included sales tax, transportation, handling and installation charges if incurred.

Once the file has successfully been uploaded, the return will be completed under **Step 6-Finish Return** in the application. **Make sure to print a copy of return(s) and retain for your records.** The receipt (return) will include the totals for each line number of the return that was uploaded. See your file for individual assets. For multiple accounts within a file, a receipt will be generated for each account.