



Tangible Personal Property Tax Return
Confidential §§193.074 F.S.As Required by §§193.052 & 193.062 F.S. Return to
 Sarasota County Property Appraiser By April 1 to avoid Penalties and loss of tangible tax exemption.
 State of Florida, County of Sarasota 2012

THIS RETURN IS SUBJECT TO AUDIT WITH ALL RECORDS KEPT BY YOU, INCOMPLETE ENTRIES ARE SUBJECT TO PENALTIES.

ID No.: _____

DBA: _____

Business name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip _____

Federal Employer Iden. No
 [] [] - [] [] [] [] [] [] [] [] [] []

Situs: _____

If name and address is incorrect make necessary corrections NAICS/SIC [] [] [] [] [] [] [] []

1. Please give name and telephone number of Owner or Person in charge of this Business.
 Name _____ Telephone _____
 Corporate name _____

2. Actual Physical Location of Property on Jan. 1st for Which this Return is Filed (Street Address - Not P.O. Box)

3. Is your business or farm located within the incorporated limits of a City?
 Yes ___ No ___ What City? _____

4. Do You File a Tangible Personal Property Tax Return Under Any Other Name?
 Yes ___ No ___
 Please Show name Exactly as it Appeared on Your most recent Personal Property Tax Bill or Other Current Tax Return

5. Date you began business in this county: _____ Fiscal year: _____

5a. Although my fiscal year ended prior to December 31 of the past calendar year, this return reflects property additions and deletions through December 31.
 Yes ___ No ___

6. Describe Type or Nature of Your Business: _____

7. Trade Level (Check as many as apply) Retail Wholesale Manufacturing
 Professional Service Agriculture Leasing/Rental Other

8. Did you file a Tangible Personal Property Return in this county last Year?
 Yes ___ No ___ If so, under what name and where? _____

9. Former owner of the Business: _____
 9a. If Business sold, to whom? _____ Date Sold _____
 9b. Were all assets sold? Yes ___ No ___ Sale Price? _____
 Attach Bill of Sale

Personal Property Summary	Taxpayer's Estimate of Fair Market Value	Original Installed Cost	Appraiser's Use only
<small>This is a SUMMARY SCHEDULE ONLY. Enter totals from page 2 or attach an itemized list or depreciation schedule with original installed cost and date of acquisition.</small>			
10. Office Furniture & Office Machines & Library			
11. EDP Equipment, Computers, Word Processors			
12. Store, Bar & Lounge, and Restaurant Furniture & Equipment, Etc.			
13. Machinery and Manufacturing Equipment			
14. Farm, Grove, and Dairy Equipment			
15. Professional, Medical, Dental & Laboratory Equipment			
16. Hotel, Motel, & Apartment Complex			
16a. Rental Units - Stove, Refrig., Furniture, Drapes & Appliances			
18. Service Station & Bulk Plant Equipment - Underground Tanks, Lifts, Tools			
19. Signs - Billboard, Pole, Wall, Portable, Directional, Etc.			
20. Leasehold improvements must be grouped by type, year of installation and description			
21. Pollution Control Equipment			
22. Equipment owned by you but rented, leased or held by others			
23. Supplies - Not Held for Resale			
24. Other - Please Specify			
TOTAL PERSONAL PROPERTY			

Under penalties of perjury, I declare that I have read the foregoing tax return and the accompanying schedules and statements and that the facts stated 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 of which he/she has any knowledge.

Date _____ Title _____

Signed _____
 (Taxpayer)

Signed _____
 (Preparer)

Address _____
 Phone No. _____ Preparer's I.D. # _____

LESS EXEMPTION: () TANGIBLE () WIDOW () WIDOWER () BLIND () TOTAL DISABILITY () OTHER

Taxable value	Deputy	Penalty
Please sign and date your return; send the original to the Sarasota County Appraiser's office by April 1st; unsigned returns cannot be accepted by the appraiser's office.		
Notice: If you are entitled to a widow's, widower's blind or disability exemption on personal property (not already claimed on real estate) consult appraiser.		

GENERAL INSTRUCTIONS

Complete this form if you own property used for commercial purposes that is not included in the assessed value of your business' real property. This may include office furniture, computers, tools, supplies, machines, and leasehold improvements. Return this to your property appraiser's office by April 1.

Report your summary totals on page 1. Use page 2 or an attached itemized list with the original cost and date of acquisition for each item to provide the details for each category. Contact your local property appraiser if you have additional questions.

A return is required for each situs(location) where business is conducted and becomes eligible for an exemption of up to \$25,000. By filing a timely DR-405 you automatically apply for the exemption.

What to Report

Include on your return:

1. Tangible Personal Property. Goods, chattels, and other articles of value (except certain vehicles) that can be manually possessed and whose chief value is intrinsic to the article itself
2. Inventory held for lease. Examples: equipment, furniture, or fixtures after their first lease or rental.
3. Equipment on some vehicles. Examples: power cranes, air compressors, and other equipment designed as a tool rather than primarily a hauling vehicle
4. Property personally owned, but used in the business.
5. Fully depreciated items, whether written off or not. Report at original installed cost.

Do not include:

1. Intangible Personal Property. Examples: money, all evidences of debt owed to the taxpayer, all evidence of ownership in a corporation.
2. Household Goods. Examples: 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. Most automobiles, trucks, and other licensed vehicles. See 3 above.
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 or lease to customers.

Valuation of Personal Property

Report all property located in this county on January 1 at 100% of the original total cost. Include sales tax, transportation, handling, and installation charges, if incurred. Report the total cost of all assets.

You may enter your estimate of the current fair market value of the property in the columns labeled "Taxpayer's Estimate of Fair Market Value." **Enter only unadjusted figures in "Original Installed Cost" columns.**

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.

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

Extensions for Filing

If you ask, the property appraiser will give you an extension for 30 days and may grant an additional 15 days. You must ask for the extension in time for the property appraiser to consider the request and act on it before April 1.

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, each month, and part of a month, that a return is late, but not more than 25% of the total tax
- Unlisted property -15% of the tax attributable to the omitted property

LINE INSTRUCTIONS

List all items of furniture, fixtures, all machinery, equipment, supplies, and certain types of equipment attached to mobile homes. For each item, you may report your estimate of the current fair market value and condition of the item (good, average,poor). Enter all expensed items at original installed cost.

Within each section, group your assets by year of acquisition. List each item of property separately except for "classes" of personal property. A class is a group of items substantially similar in function, use, and age.

Do not use "various" or "same as last year" in any of the columns. These are inadequate responses and may subject you to penalties for failure to file.

Original Installed Cost

The original cost must include the total original installed cost of your equipment, before any allowance for depreciation. Include sales tax, freight-in, handling, and installation costs. If you deducted a trade-in from the invoice price, enter the invoice price. Add back investment credits taken for federal income tax if you deducted those from the original cost. **Include all fully depreciated items at original cost, whether written off or not.**

Assets Physically Removed

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

Leased, Loaned, and Rented Equipment

If you borrowed, rented, or leased equipment from others, enter the name and address of the owner or lessor in the second section of page 2. Include 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 bought it new.

Line 14 Farm, Grove, and Dairy Equipment

List all types of agricultural equipment you owned on January 1. Describe property by type, manufacturer, model number, and year acquired. Examples: bulldozers, draglines, mowers, balers, tractors, all types of dairy equipment, pumps, irrigation pipe - show feet of main line and sprinklers, hand and power sprayers, heaters, discs, fertilizer distributors.

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

List all household goods. Examples: furniture, appliances, and equipment used in rental or other commercial property. Both residents and nonresidents must report if a house, condo, apartment, etc. is rented at any time during the year.

Line 20 Leasehold Improvements, Physical Modifications to Leased Property

If you have made any improvements, including modifications and additions, to property that you leased, list the original cost of the improvements. Group them by type and year of installation. Examples: carpeting, paneling, shelving, cabinets. **Attach an itemized list or depreciation schedule of the individual improvements.**

Line 22 Owned by you but rented to another

Enter any equipment you own that is on a loan, rental, or lease basis to others.

Line 23 Supplies

Enter the average cost of supplies that are on hand. Include expensed supplies, such as stationery and janitorial supplies, linens, and silverware, which you may not have recorded separately on your books. Include items you carry in your inventory account but **do not** meet the definition of "inventory" subject to exemption.

If you have any questions, call the Property Appraiser's Office at (941) 861-8200 or email TPP@SC-PA.com

RELATED FLORIDA TAX LAWS

§192.042, F.S. - Assessment date: Jan 1
§193.062, F.S. - Filing date: April 1

§193.063, F.S. - Extensions for filing
§193.072, F.S. - Penalties
§837.06, F.S. - False statements

§193.074, F.S. - Confidentiality
§196.183, F.S. - \$25,000 Exemption