

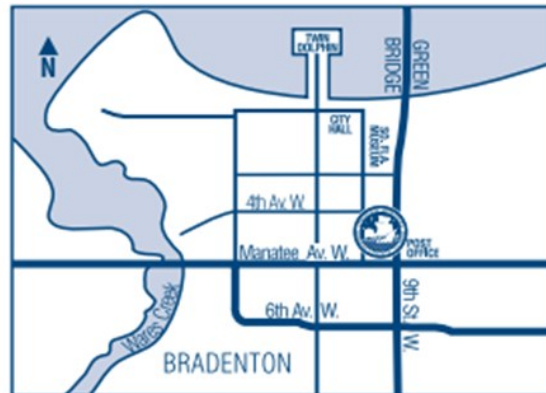
HELPFUL HINTS and SUGGESTIONS

- ◆ **File a DR-405 return by April 1st.** You **must file timely** in order to qualify for the \$25,000 TPP Exemption.
- ◆ Visit www.manateepao.gov to file electronically. Answer questions 1-10 (if applicable), and sign and date the return. All questions must be completed or your return may be classified as incomplete.
- ◆ Work with your accountant to identify equipment that has stayed the **same, changed, removed or sold.**
- ◆ If you have an asset listing or depreciation schedule identifying each piece of equipment, attach it to your completed return.
- ◆ **It is to your advantage to provide a breakdown of assets and leasehold improvements since depreciation on each item varies.**
- ◆ Report any changes to your business such as location and/or mailing address change by submitting a completed **TPP Change of Information Form** to our office.



IMPORTANT DATES to REMEMBER

- January 1st**
 - Date of Assessment
 - DR-405 is Made Available on Our Website
- April 1st**
 - Last Day to E-file a Request for 30-Day Extension of Filing
 - Last Day to Timely File Your Tangible Personal Property Tax Return
- August**
 - Notice of Proposed Property Taxes (TRIM) is Mailed
- September**
 - Deadline to File a Petition with Manatee County Value Adjustment Board (Actual date is specified on TRIM)
- November**
 - Tax Bills Mailed by Manatee County Tax Collector



915 4th Ave W, Bradenton, FL 34205

Manatee County Property Appraiser



TANGIBLE PERSONAL PROPERTY



Charles E. Hackney, CFA

915 4th Ave W
Bradenton, FL 34205
Phone: 941-748-8208

E-mail: tpp@manateepao.gov
Website: www.manateepao.gov

Tangible Personal Property (TPP) is everything other than real estate that is used in a business or rental property. TPP includes:

- Furniture and Fixtures (including furniture used in model homes and short-term rental such as Airbnb and Vrbo)
- Computer Equipment
- Machinery and Equipment
- Signs and Billboards
- Leased Equipment
- Leasehold Improvements



- Any equipment utilized in the operation of a business including personally owned

Who must file a TPP tax return (DR-405)?

Every business is required to file an initial return with the Property Appraiser, per Section 193.052 of the Florida Statutes.

If you file your DR-405 by April 1st, you will be eligible for a property tax exemption up to \$25,000 of the assessed value.

After the initial year of timely filing, if the Property Appraiser determines that the assessed value of your personal property is less than \$25,000, filing in the following year is waived.

How can I file a TPP Tax Return?

Electronically submit a DR-405 through our website under the E-File Options. You will need your TPP Parcel # and unique BOV (Business Ownership Verification) Code.

If you choose to submit a DR-405 by mail, the following TPP forms listed below are available on our website.

- TPP Tax Return (DR-405)
- TPP Tax Return Instructions
- TPP Agent Authorization
- TPP 30 Day Extension Request (Electronically)

***The MCPA DR-405 is a Florida Department of Revenue (DOR) approved Tangible Tax Return specific for Manatee County.**

What if I closed or sold my business?

Submit the completed TPP Change of Information Form and/or a DR-405 if applicable.

The assessment date is January 1st. If you were in business or the owner of record as of January 1st, you are required to submit a DR-405. Our office will update our records accordingly for the following tax year.

What if I purchased an existing business?

If you purchased a business within the year, you may be responsible for personal property taxes. Refer to the closing documents or consult your representative or attorney.

You will be required to file a DR-405 by April 1st of the following year.

How can I request a 30-Day Extension?

Electronically submit a 30-day extension by going to our website: www.manateepao.gov. Locate your business by your Parcel # or your business name.

If you do not have an existing account send your request via email to tpp@manateepao.gov with subject line 30-day Extension Request.

What if I don't agree with the assessed value that appears on my TRIM?

Contact the Property Appraiser's office to discuss the matter with a TPP Team Member. If you have evidence that the assessed value is more than the fair market value of the property, we will welcome the opportunity to review your information. After speaking with a TPP Team Member and you do not agree with the final assessment, you may file a petition to be heard before the Value Adjustment Board on or before the 25th day following the mailing of TRIM.

Deadlines and Penalties

The deadline for filing a timely DR-405 is April 1st. After April 1st Florida Statutes provide that penalties be applied at 5% per month or portion of a month that the return is late. A 15% penalty is required for unreported property, and a 25% penalty if no return is filed.