

W.C. "Bill" Sherman,CFA
 Okeechobee County Property Appraiser
 307 N.W. 5th Ave, Rm A
 Okeechobee, FL. 34972-4196

TANGIBLE PERSONAL PROPERTY TAX RETURN

CONFIDENTIAL

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

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

Okeechobee County

Tax Year 20

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

Account number
 Name and address

Federal Employer
 Identification Number

-

NAICS

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

1. Owner or person in charge _____ Phone <input type="text"/>	6. Type or nature of your business _____ Trade levels (check all that apply) <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturing <input type="checkbox"/> Professional <input type="checkbox"/> Service <input type="checkbox"/> Agricultural <input type="checkbox"/> Leasing/rental <input type="checkbox"/> Other, specify: _____
Business/corporate name	
2. Physical location (no PO Boxes)	7. Did you file a TPP return in this county last year? <input type="checkbox"/> Yes <input type="checkbox"/> No Name and location
3. Do you file a TPP tax return under any other name? <input type="checkbox"/> Yes <input type="checkbox"/> No Name on most recent return or tax bill	
4. Date you began business in this county	8. Former owner of business
5. Fiscal year end date _____ If before 12/31 last year, does this return reflect additions/deletions through Dec 31? <input type="checkbox"/> Yes <input type="checkbox"/> No	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			
11 EDP equipment, computers, and word processors			
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			
21 Pollution control equipment			
22 Equipment owned by you but rented, leased or held by others			
23 Supplies not held for resale			
24 Other, specify: _____			
TOTAL PERSONAL PROPERTY			

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.

<input type="checkbox"/> \$25,000	Less Exemptions	
<input type="checkbox"/> Widowed	Taxable Value	
<input type="checkbox"/> Blind	Penalties	
<input type="checkbox"/> Total disability		
<input type="checkbox"/> Other, specify _____		
	Signature, deputy	Date

Signature taxpayer	Print name	Title	Date
Signature preparer	Print name	Preparer ID	Date
Address	Phone		

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.

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?					
LEASED, LOANED, OR RENTED EQUIPMENT				Complete if you hold equipment belonging to others.					Lease Purchase Option	
Name and Address of Owner or Lessor	Description			Year Acquired	Year of Manufacture	Monthly Rent	Original Installed Cost	Yes	No	
								<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	
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	
SCHEDULES FOR PAGE 1, LINES 10 - 21, 23, and 24							APPRAISER'S USE ONLY			
Enter line number from page 1.	Description	Age	Year Acquired	Taxpayer's Estimate of Fair Market Value	Cond*	Original Installed Cost	Cond*	Value		
Enter totals on page 1.		TOTAL			TOTAL		TOTAL			
Enter line number from page 1.	Description	Age	Year Acquired	Taxpayer's Estimate of Fair Market Value	Cond*	Original Installed Cost	Cond*	Value		
Enter totals on page 1.		TOTAL			TOTAL		TOTAL			
Enter line number from page 1.	Description	Age	Year Acquired	Taxpayer's Estimate of Fair Market Value	Cond*	Original Installed Cost	Cond*	Value		
Enter totals on page 1.		TOTAL			TOTAL		TOTAL			

*Condition: enter good, avg (average), or poor. Add pages, if needed. See instructions on pages 3 and 4.

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. Keep a copy for your records.

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

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.

Each return is eligible for an exemption up to \$25,000. By filing a DR-405 on time you automatically apply for the exemption. If you do not file on time, Florida Law provides for the loss of the \$25,000 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 used primarily as a tool rather than 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.

LOCATION OF PERSONAL PROPERTY

Report all property located in this county on January 1. 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.

Examples of freestanding property at multiple sites include 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, 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

RELATED FLORIDA TAX LAWS

- §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. - Extensions 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