

Tangible Personal Property Multiple Account Import Template Instructions

All business assets that can be listed on a hard copy Tangible Personal Property Return can be listed in the import template saved and attached in an email. The data in the Excel Template should be formatted as shown below.

Column A1 = eight digit Account Number, please enter the eight digit Account Number in Column A for each individual Asset listed for each account, Column B1 = Department Code, please enter three digit Department Code in Cell B2, ([Polk Department Codes and TPP Factors](#)), if unknown leave blank our office will fill in, Column C1 = Description of the asset, Column D1 = Year Acquired, Column E1 = Original Price, Column F1 = Obsolescence Percent, for any additional obsolescence to be applied please provide the last 5 years of Income and Expense Reports, Maintenance Reports, Production Reports, Inutility Reports, etc.. All requested documentation is confidential. All other columns should be self-explanatory. I have attached a screenshot below for example purposes only. Any additional pertinent information can be listed in the Note field – Column P.

Please see the screenshot below:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
account	department code	description	year acquired	original price	obsolescence percent	lease no.	lease name	lease account	lease street number	lease street	lease street suffix	lease street city	lease street state	lease street zip	note			
10000385	315	ROTOVATOR	1990	1000	0	1245	Ag sale	25825800	1233	Main Street	ST	N	BARTOW	EC001	ADDED			
10000389	942	SAW CHAIN	1988	143	5	12455	Inventory Added	25825801	1420	Main Street	ST	N	BARTOW	EC001	ADDED INVENTORY			
10000467	940	SPRAWLER	1985	118	0	43255	Sprayer	25825802	1425	Main	ST	N	BARTOW	EC003	ADDED INVENTORY			
10000489	941	FORD TRACTOR	1973	10000	4	4566	Tractors	25825803	1410	Main	ST	N	BARTOW	EC004	ADDED INVENTORY			
10000510	940	4 BUSH HOG MOWER	1984	325	0	456	Ag Mower	25825804	1410	Main	ST	N	BARTOW	EC004	ADDED			
10000385	942	TEST	1996	1000	0	1245	TEST	25825800	1233	Main Street	ST	N	BARTOW	EC001	ADDED			

Instructions after completing the template.

Please email the completed Tangible Personal Property Template to Polk County Property Appraisers at patpp@polk-county.net, please also submit the front signature page of the DR-405 Tangible Personal Property Return. Timely filed will be determined by the date of your email, all Returns are due by April 1st.

NOTIFICATION TO USERS:

Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications may therefore be subject to public disclosure. Please DO NOT send personal information like SSN, birth dates, etc. via email.