

Tangible Personal Property 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.

Please enter the eight digit Account number in Cell A1, Column A4 = Department Code ([Polk County Department Codes and TPP Factors](#)), if unknown leave blank our office will fill in, Column B4 = Description of the asset, Column C4 = Year Acquired, Column D4 = Original Price, Column E4 = 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.

Please see the screenshot below:

Department Code	Description	Year Acqui	Original Pr	Obsolete Percentage	Asset Lease ID	Lease Name	Lease Acct	LeaseAddressSt	LeaseAddr	LeaseAddr	LeaseAddr	LeaseAddressZip
230	DESK WITH HUTCH	2017	425	0								
230	CHAIRS-4 COFFEE TABLE SET	2017	250	0								

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.