

# HOWARD COUNTY

Jamie L. Shepherd  
Howard County Assessor



Administration Center  
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## MEMORANDUM

February 24, 2009

**To:** Business Owners/Farmers  
**From:** Howard County Assessor  
**Re:** Business Personal Property Tax Returns

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All notices to file business personal property tax returns were mailed on Friday, February 27, 2009. Whether your business is profit or non-profit entities, licensed or unlicensed you must report all assets. **These forms must be filed with the Howard County Assessor's Office no later than 05/15/2009 or to the Center Township Assessor's Office if the property is located within Center Township.**

All personal property in your care or custody whether leased, rented, possessed or controlled as of March 1, 2009 must be listed and described, and the person or corporation named who will be responsible for the taxes on each item. Signatures on all forms must be signed by an authorized person. If you are signing as agent or representative, you must send a copy of a signed authorization form or a power-of-attorney. Failure to have proper signatures may result in your filing being late.

If you have more than one location in Howard County, you must report the different taxing districts on separate forms. Please use the Howard County website at [www.co.howard.in.us](http://www.co.howard.in.us) to find the proper taxing district.

If your business has changed its name or merged with another business, please indicate the previous name and address under which last year's tax return was filed, as well as the current name. Failure to supply this information could result in duplication of the assessment. If you no longer own the personal property, please return these forms with the appropriate notation that you no longer own the property and the date of the change.

All returns must have your federal identification number or social security number and must also show the six digit principle business activity code (used on your federal return).

*A \$25.00 penalty will be charged for late filings.*

**If you have any questions, or need additional assistance in completing the forms, please contact our offices between 8:00 A.M. and 4:00 P.M. Monday through Friday at (765) 456-2211 or (765) 456-2226 if the property is located in Center Township.**