



John C. Emerson, CFA
Hernando County Property Appraiser

TPP Online Filing Instructions



TPP DR-405 ONLINE FILING

- Each year, in January, a web access code letter will be mailed to the business owner with a unique 14-digit CONFIDENTIAL WEB-ACCESS Code. If you filed on-line in a prior year, your CONFIDENTIAL WEB-ACCESS Code remains the same.
- The CONFIDENTIAL WEB-ACCESS Code can only be provided to owner through US mail sent to the mailing address on file.
- Business owners/Tax preparers must enter this code to access and update their business assets and contact information.
- The On-Line website is also available to export your prior year's asset list to an Excel spreadsheet, which can be edited and imported back to us in our format On-Line.

SAMPLE WEB-ACCESS CODE LETTER

JOHN C. EMERSON, CFA
HERNANDO COUNTY PROPERTY APPRAISER
PHONE: (352) 754-4190
WEBSITE: www.hernandocounty.us/pa

◆ **BROOKSVILLE OFFICE** ◆
201 Howell Avenue, Suite 300
Brooksville, FL 34601-2042
Fax Numbers:
Administration (352) 754-4198
Real Property/Tangible (352) 754-4198
Exemptions/Central GIS (352) 754-4194



"To Serve & Assess With Fairness"

◆ **WESTSIDE OFFICE** ◆
7525 Forest Oaks Blvd.
Spring Hill, FL 34606-2400
Fax Numbers:
Addressing (352) 688-5060
Exemptions (352) 688-5088

FEBRUARY 01, 2024

Location:

**CONFIDENTIAL
WEB-ACCESS-CODE**

KEY #
PARCEL:

The Hernando County Property Appraiser's Office would like to remind all business owners of the statutory requirement to file a Tangible Personal Property Return annually by April 1st, to qualify for an exemption. This includes providing us your business name, type of business, physical location, and mailing address. Please provide an itemized list of your business assets that are owned and/or leased. This will enable us to accurately assess the assets used to operate your business for Ad Valorem tax purposes. If the DR-405 is not filled out in its entirety, it will be considered incomplete. You will be notified by mail that you have 30 days to send us a completed filing.

We have simplified the filing requirement by providing on-line filing on our website. Simply log onto our website at www.hernandocounty.us/pa, under the Tangible Property section and review the step by step instructions. The TPP on-line website is also available to export your prior year's asset list to an Excel spreadsheet in our format, which can be edited and imported back to us on-line.

Your CONFIDENTIAL WEB-ACCESS CODE is located above. You will need this code to access your business account and update, add, delete, change and submit business assets on-line. If you use a Certified Public Accountant to file your tax return, you MUST provide them with your CONFIDENTIAL WEB-ACCESS CODE in order for them to access your business account on-line. We cannot email the web access code or provide it over the telephone.

We do offer an extension request if you need more time to file. This must be completed by April 1st. If approved, the DR-405 will be due on May 1st. Please contact us at (352) 754-4190 Option #2, then Option #3 or email patpp@hernandocounty.us if you have any questions or need assistance with this process.

Sincerely,

Kevin T. Johnston, CFE
Assistant Property Appraiser
Hernando County Property Appraiser's Office

HOW DO I FILE ONLINE?

- Visit our website at <https://www.hernandopa-fl.us/pawebiste/>
- Under the Property Classifications section, select Tangible Property, and select “Click here to File Online...” which is highlighted in pink.
- Select “click here” to view the online filing instructions
- Read the step-by-step On-Line filing instructions to understand the requirements and process, including when to enter the following codes:
 - Your Password (created by you) for logging into your Online Account;
 - Your Account Validation Code (emailed to you) used to create your Online Account;
 - Your Confidential Web Access Code (mailed to you in January) used to gain access to your business information and DR-405 submission.

HOW DO I FILE ONLINE? (Continued)

- Once you have reviewed the online filing instructions, select “TPP On-Line”
- Select the box confirming that you have read and understand the requirements and select “Continue”

John C. Emerson, CFA
HERNANDO COUNTY
PROPERTY APPRAISER
"To Serve and Assess With Fairness"

Select Language ▼

Tangible Personal Property On-Line

»» Please read before Proceeding...

1. A Web Account must be created to access Tangible Personal Property Information.
2. One or more Business Accounts (TPP Accounts) may be added to your list of businesses.
3. You will be accessing and updating information for tax year 2024.
4. Your business name should be registered with the state. See www.sunbiz.org for more information.
5. To confirm your right to access the Tangible Personal Property information, you will need the Web-Access Code for the account. This is mailed to the business owner on record.
6. Important Dates:
You can file your DR-405 Tax Return starting on 1/1/2024.
Your return will be late on 4/2/2024 unless you file for an extension.
7. 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.

Warning: It is recommended that you only submit one tax return per business account. Multiple submissions may delay processing of your tax return.

I have read and understand the requirements listed above.

Continue **Cancel**

JEMAS © 2023 Hernando County Property Appraiser



Select Language ▼

Sign In

User Sign In

User Sign In:

Email Address:

Password:

[Forgot Password](#)

First time filing on-line, you must create a web account.

1. Select

If you filed On-Line last year, you have an existing web account, select sign in, then:

1. Enter your Email address
2. Enter your Password
3. Select

Note: If the email address entered is different than last year's, you must first create a web account.

First time filing: Create Account

Complete all fields and select "Create"



Select Language ▼

Create Account

[Sign In](#)

»» USER INFORMATION

User Information:

First Name: *

Last Name: *

Mailing Address: *

Mailing Address:

Mailing City: *

Mailing State: ▼

Mailing Zipcode: *

Phone: *

Email: *

Retype Email: *

Password: *

Retype Password: *

First time filing: Create Account (Cont.)

You will receive an email containing your **Web Account Validation Code**.
Validation of this account will be used as your digital signature.

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings from the Hernando County Property Appraiser's Office.

You are receiving this email because this email address was used to create a Web Account on the Hernando County Property Appraiser's Website. If you did not create this account, please contact our Tangible Department at (813) 754-4190, option 6.

Web Account Validation Code: **DKYVAPACYPDZNNRGRFNLHF**

You can use the following link: <https://www.hernandopa-fl.us/tpponline/validateAcct.aspx?v=DKYVAPACYPDZNNRGRFNLHF>
or enter the Validation Code directly on the Validate Account screen on our website.

Validation of this account will be used as your digital signature when you submit your application.

Do not reply to this email. This email address is not monitored.

First time filing: Create Account (Cont.)

Select the link provided in the email or copy and paste your **Validation Code (not your Web-Access Code)** from the email into the Validation Code field and select “Validate”

Do not enter your unique CONFIDENTIAL WEB-ACCESS CODE provided in the letter. It will not work!



Select Language ▼

Validate Account

[Sign In](#)

Account Validation

Validation Required

Your account has not been validated.

You should have received an email from PA@co.hernando.fl.us with your validation code. You may enter this code manually or use the link provided in the email to validate your Web Account.

Validation Code:

Validate

Select “Search for Existing Business”



Select Language ▼

Select a Business Account

[Sign Out](#)

»» Business Account Selection

Alt-Key	Business Name	Location	Status
---------	---------------	----------	--------

There are no Business Accounts associated with this Web Account.

Existing Businesses: Use the 'Search for existing Business' button to find your business account.

New Businesses: You can contact the Property Appraiser's Office at 352-754-4190, Press 6 to speak with a TPP Account Specialist.

[Search for existing Business](#)



First time filing: Create Account (Cont.)

To search for a business, search by the full name or a portion of the business name. To search using a portion of the business name, check the select “contains name” box. Select “search” once you have entered the information.

Note: Leased accounts will only show the primary account. You must edit each of the assets with the correct address/location. Our system will automatically distribute to the correct secondary accounts.

John C. Emerson, CFA
HERNANDO COUNTY
PROPERTY APPRAISER
"To Serve and Assess With Fairness"

Central GIS

Select Language ▼

Add a Business Account [Sign Out](#)

»» Business Account Search

Business Name: Contains Name (Slower search)

Street Number: Street Name:

First time filing: Create Account (Cont.)

Under Search Results, find your business and select the corresponding box under the Alt-Key column.

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Select Language [Add a Business Account](#) [Sign Out](#)

Business Account Search

Business Name: Contains Name (Slower search)
Street Number: Street Name:

[Search](#)

Search Results

Alt-Key	Business Name	Location	Status
<input type="checkbox"/> 01744562	SCOTT T SMITH PA INC	101 E FORT DADE AVE	Open
<input type="checkbox"/> 01093612	FANCY FEATHERS LOCKSMITH	1170 MONROE AVE	Open
<input type="checkbox"/> 01502966	LEON SMITH CONSTRUCTION INC	15173 CENTRALIA RD	Open
<input type="checkbox"/> 01448259	MORRILL VICKIE L	14140 CORTEZ BLVD	Open
<input type="checkbox"/> 01755336	ANNA M SMITH	494 KINGS CROSS RD	Open
<input type="checkbox"/> 01775902	SMITH POOLS	31162 CORTEZ BLVD	Open
<input type="checkbox"/> 01762006	JASON'S MOBILE LOCKSMITH INC	5148 JENSON AVE	Open
<input type="checkbox"/> 01724628	MERRILL LYNCH PIERCE FENNER & SMITH INC	9231 CORTEZ BLVD	Open
<input type="checkbox"/> 01557611	WILL SMITH LLC	18210 FORT DADE AVE	Open
<input type="checkbox"/> 01045498	SMITH & SON LAWN CARE INC	18455 PARALLEL RD	Open
<input type="checkbox"/> 01748522	DAVID K SMITH SIGNS	156 COMMERCIAL WAY	Open
<input type="checkbox"/> 00928410	T J SMITH & SON DAIRY INC	12040 SMITH DAIRY RD	Open
<input type="checkbox"/> 01696178	J M SMITH ROOFING INC	4268 FLEXER DR	Open
<input type="checkbox"/> 01746123	TRADESMITH LLC	7429 SPRING HILL DR	LOCKED
<input type="checkbox"/> 01782155	JASON SMITH LEGAL LLC	13767 LINDEN DR	LOCKED
<input type="checkbox"/> 01784714	SMITH GIFT SHOP TPP TEST ACCT	201 HOWELL AVE STE 300	Open

[Back to List](#)

First time filing AND returning users:

This next screen is where you will put your unique Web-Access-Code (14 digits long). See letter below where to find yours. Click **Confirm** when done entering.

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HERNANDO COUNTY
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Select Language ▼ [Sign Out](#)

» Business Account Confirmation

Business Account
Business Name: SMITH GIFT SHOP TPP TEST ACCT
Location:

Confirm Account - Web-Access-Code
Please enter the unique fourteen (14) character Web-Access-Code provided to you by the Property Appraiser's Office. See below for a sample letter.
Web-Access-Code: ← goes here

Confirm **Cancel**

JOHN C. EMERSON, CFA
HERNANDO COUNTY PROPERTY APPRAISER
PHONE: (352) 754-4190
WEBSITE: www.hernandocounty.us/pa

◆ **BROOKSVILLE OFFICE** ◆
20 N. Main St., Room 463
Brooksville, FL 34601-2893
Fax Numbers:
Administration (352) 754-4198
Central GIS (352) 754-4198
Exemptions/Tangible (352) 754-4194

◆ **WESTSIDE OFFICE** ◆
7525 Forest Oaks Blvd.
Spring Hill, FL 34606-2400
Fax Numbers:
Addressing (352) 688-5060
Exemptions (352) 688-5088
Real Property (352) 688-5087

FEBRUARY 01, 2013
YOUR COMPANY NAME
1234 YOUR ST
YOUR CITY, ST 12345

This is your Web-Access-Code

CONFIDENTIAL WEB-ACCESS-CODE
SMITRKSMMHPWJG
KEY # 09876543

Be certain that you match the Key # to the business you are confirming.


The Hernando County Property Appraiser's Office is providing this information for all business owners. Beginning January 1, 2013, Tangible Personal Property will be filed electronically on-line! A DR-405 will not be mailed out due to this new filing process.

Your CONFIDENTIAL WEB-ACCESS-CODE is located above. You can access your business account through our website and update, add, delete, change and submit business assets on-line and save them for future use.


← This code

First time filing AND returning users (Cont.)

Select the Alt-Key button for the business listed to view the business account and asset summary



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Select Language ▼ **Select a Business Account** [Sign Out](#)

»» Business Account Selection

Alt-Key	Business Name	Location	Status
01784714	SMITH GIFT SHOP TPP TEST ACCT	201 HOWELL AVE STE 300	ACTIVE

[Search for existing Business](#)

To update the business information, contact information, or close the business, select “Edit” at the top right corner of the Business Account Summary box. (If no changes continue to slide 17)

Select Language ▼

Business Account Summary

[Sign Out](#)

» Business Account Summary


» Business Information Edit

Key: 01784714
Business Name: SMITH GIFT SHOP TPP TEST ACCT
Federal EIN: 99-9999999
Owner's SSN: 999-999-9999
NAICS: 0
NAICS Description: Code: 0
Leasing Company: No
Physical Street Address:
Physical City:
Physical Zipcode:

Primary Contact Name: SMITH GIFT SHOP TPP TEST ACCT
Mailing Address: 201 HOWELL AVE STE 300
Mailing City: BROOKSVILLE
Mailing State: FL
Mailing Zipcode: 34601-2042
Phone: 352-754-4198



1. Be sure to enter the correct physical location of the business in the Business Information section.
2. Enter the contact information and correct mailing address in the Contact Information section.
3. Select **“Submit Changes”** once your changes are complete
4. If you are closing the account, select **“Close Business”**

Select Language  ▼

Edit Business Information

[Sign Out](#)

»» Edit Business Account Information

»» **Business Information**

Key: 1784714

Business Name: SMITH GIFT SHOP TPP TEST ACCT

Federal EIN: 99-9999999 ##-#####

Owner's SSN: 999-9-9-9-###-##-####

NAICS: Select Industry ▼
Select NAICS Code ▼

Leasing Company: NO ▼

Physical Street Address: (No P.O. Box)

Physical City:

Physical Zipcode:

»» **Contact Information**

Primary Contact Name: SMITH GIFT SHOP TPP TEST ACCT

Mailing Address: 201 HOWELL AVE STE 300

Address 2:

City: BROOKSVILLE

State: FL

Zipcode: 34601-2042

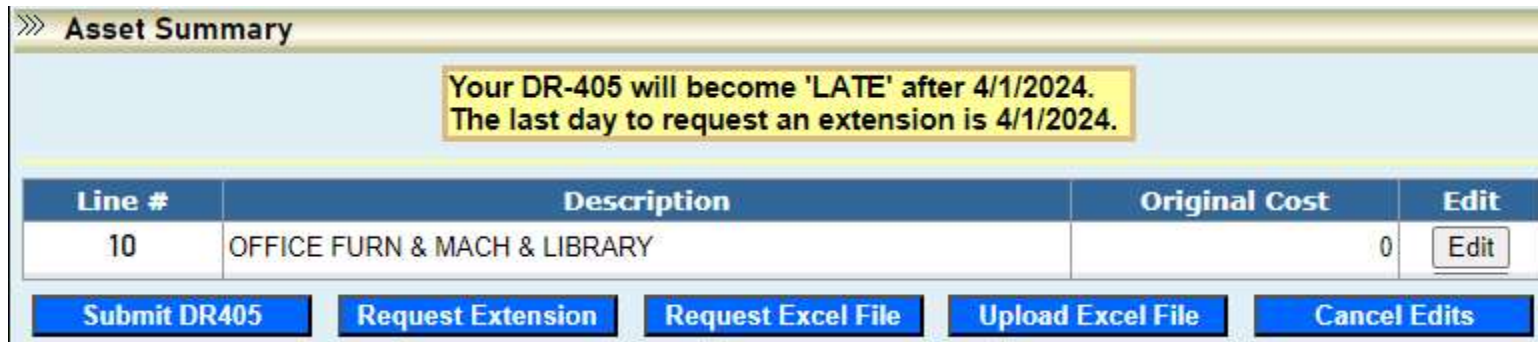
Phone: 352-754-4198 ###-###-####

Email:

Submit Changes **Close Business** **Cancel**

ASSET SUMMARY OR EXCEL UPLOAD:

- After making sure your account information is completed and up to date, you are ready to begin filing your assets



The screenshot shows a web interface titled "Asset Summary". At the top, there is a yellow warning box that reads: "Your DR-405 will become 'LATE' after 4/1/2024. The last day to request an extension is 4/1/2024." Below this is a table with the following data:

Line #	Description	Original Cost	Edit
10	OFFICE FURN & MACH & LIBRARY	0	<input type="button" value="Edit"/>

At the bottom of the interface, there are five blue buttons: "Submit DR405", "Request Extension", "Request Excel File", "Upload Excel File", and "Cancel Edits".

- You have two options to file your assets online:
 - Use the asset summary section to manually add, update, or remove each asset (next slides) or;
 - Upload an excel file and the SIGNED first page of the DR-405 (go to slide 29)

Asset Summary: Editing Assets

- Select the edit button to view and update all the business assets in each Summary Line.
 - Note: If the asset is leased or rented, you must use Summary Code 22

»» Asset Summary

Your DR-405 will become 'LATE' after 4/1/2024.
The last day to request an extension is 4/1/2024.

Line #	Description	Original Cost	Edit
10	OFFICE FURN & MACH & LIBRARY	0	<input type="button" value="Edit"/>
11	EDP EQUIPMENT & COMPUTERS	2,700	<input type="button" value="Edit"/>
12	STORE-RESTAURANT F&E BAR LOUNG	12,672	<input type="button" value="Edit"/>
13	MACHINERY & MANUFACTURE EQUIP	0	<input type="button" value="Edit"/>
14	FARM GROVE & DAIRY EQUIP	0	<input type="button" value="Edit"/>
15	PROF MEDICAL DENTAL & LAB EQUI	0	<input type="button" value="Edit"/>
16	HOTEL MOTEL & APARTMENT COMPLX	0	<input type="button" value="Edit"/>
17	M/H ATTACHMENTS	0	<input type="button" value="Edit"/>
18	SERVICE STATION & BULK PLANT	0	<input type="button" value="Edit"/>
19	SIGNS BILLBOARD POLE WALL ETC	0	<input type="button" value="Edit"/>
20	LEASEHOLD IMPROVEMENTS	16,882	<input type="button" value="Edit"/>
21	POLLUTION CONTROL EQUIPMENT	0	<input type="button" value="Edit"/>
22	EQUIPMENT OWNED BUT RENTED OUT	0	<input type="button" value="Edit"/>
23	SUPPLIES	0	<input type="button" value="Edit"/>
24	RENEWABLE ENERGY SOURCE DEVICE	0	<input type="button" value="Edit"/>
25	OTHER	0	<input type="button" value="Edit"/>

Asset Summary: Editing Assets (cont.)

Select the business asset by selecting the Edit button next to each asset or select the Add New Asset button at the bottom to add a new asset.

John C. Emerson, CFA
HERNANDO COUNTY
PROPERTY APPRAISER
"To Serve and Assess With Fairness"

Central GIS

Select Language ▼ **Business Assets Edit** [Sign Out](#)

»» Business Assets

»» 11 - EDP EQUIPMENT & COMPUTERS

Tax Payer's Asset ID	Tax Payer's Description	Asset Code Description	Age	Year Acquired	Original Installed Cost	Status	Edit
3958304	8870 NETWORK PRINTER	PRINTERS	11	2012	98	Existing	Edit
3320351	CARD READER STAPLESUSA LOCKING	POS SYSTEMS / EQUIPMENT	16	2007	255	Existing	Edit
3320348	CARD READER STAPLESUSA LOCKING	POS SYSTEMS / EQUIPMENT	16	2007	255	Existing	Edit
3320349	CARD READER STAPLESUSA LOCKING	POS SYSTEMS / EQUIPMENT	16	2007	255	Existing	Edit
364520	AP INSTALLATION	COMPUTER PERIPHERALS	18	2005	1,163	Existing	Edit
458788	BASE DATA DROP AND AP CONDUIT	COMPUTER PERIPHERALS	16	2007	700	Existing	Edit

[Add New Asset](#) [Back to Summary](#)

Edit existing asset or Add new

Note: View the next slide for guidance on entering the effective year and year acquired.

Year Acquired vs. Effective Year

- The Year Acquired is the year that you purchased the asset for your business
- The Effective Year is the year that the asset was made, constructed, or manufactured. This determines the age of the asset.
 - We do not count the current year when calculating the age of the asset

Asset Summary: Editing Assets (cont.)

After editing each asset, select “Save Asset”. If an asset was removed, select “Remove Asset.”

Select Language ▼

Business Asset Management [Sign Out](#)

»» Edit Business Asset

»» Asset Information

Tax Payer's Asset ID: (optional)

Tax Payer's Asset Description:

Summary Code: 11 - EDP EQUIPMENT & COMPUTERS

Asset Code: 202 - PERSONAL COMPUTER/SMART PHONE

Effective Year:

Age: 0 Years

Year Acquired:

Original Installed Cost: - Not Estimated Market Value

Asset Leased (by you): No Yes



If an asset is leased, click on yes.

Asset Summary: Editing Assets (cont.)

Leased assets must be entered in Summary Code 22 – Equipment Owned but Rented Out. You must enter a Hernando County address for **every leased asset**. The address entered will determine the correct Taxing District and Levy Code.

Select Language

Business Asset Management [Sign Out](#)

»» **Edit Business Asset**

»» **Asset Information**

Tax Payer's Asset ID:

Tax Payer's Asset Description:

Summary Code: 22 - EQUIPMENT OWNED BUT RENTED OUT

Asset Code:

Age:

Year Acquired:

Original Installed Cost: - Not Estimated Market Value

Leased Asset Information:

Leased To:

Street Number:

Street Name:

Suite/Unit/Apt/Room:

Asset Summary: Editing Assets (cont.)

If you are leasing an asset from another company, enter the lease company's name and address at the bottom of the asset detail.

Select Language ▼

Business Asset Management

[Sign Out](#)

»» Edit Business Asset

»» **Asset Information**

Tax Payer's Asset ID: (optional)

Tax Payer's Asset Description:

Summary Code: 10 - OFFICE FURN & MACH & LIBRARY

Asset Code: ▼

Age:

Year Acquired:

Original Installed Cost: - Not Estimated Market Value

Asset Leased (by you): No Yes

Leased Asset Information:

Leased From:

Street Number:

Street Name:

Suite/Unit/Apt/Room:

Asset Summary: Editing Assets (cont.)

If not leased, to add a new asset simply click on **Add New Asset**. (The asset code defaults to the first in the drop down list.)

»» Edit Business Asset

»» Asset Information

Tax Payer's Asset ID: (optional)

Tax Payer's Asset Description:

Summary Code: 11 - EDP EQUIPMENT & COMPUTERS

Asset Code: 199 - PRINTERS

Effective Year:

Age: *

Year Acquired:

Original Installed Cost: - Not Estimated Market Value

Asset Leased (by you): No Yes

Add New Asset **Back**

Click 'Back to Summary' to return to Asset Summary List. **Back to Summary**

When the DR-405 is ready to be filed, review the Asset Summary before selecting “Submit DR405.”

»» Asset Summary

Your DR-405 will become “LATE” after 4/1/2024.
The last day to request an extension is 4/1/2024.

Line #	Description	Original Cost	Edit
10	OFFICE FURN & MACH & LIBRARY	0	Edit
11	EDP EQUIPMENT & COMPUTERS	0	Edit
12	STORE-RESTAURANT F&E BAR LOUNG	0	Edit
13	MACHINERY & MANUFACTURE EQUIP	0	Edit
14	FARM GROVE & DAIRY EQUIP	0	Edit
15	PROF MEDICAL DENTAL & LAB EQUI	0	Edit
16	HOTEL MOTEL & APARTMENT COMPLX	0	Edit
17	M/H ATTACHMENTS	0	Edit
18	SERVICE STATION & BULK PLANT	0	Edit
19	SIGNS BILLBOARD POLE WALL ETC	0	Edit
20	LEASEHOLD IMPROVEMENTS	0	Edit
21	POLLUTION CONTROL EQUIPMENT	0	Edit
22	EQUIPMENT OWNED BUT RENTED OUT	0	Edit
23	SUPPLIES	0	Edit
24	RENEWABLE ENERGY SOURCE DEVICE	0	Edit
25	OTHER	0	Edit

Submit DR405 **Request Extension** **Request Excel File** **Upload Excel File** **Cancel Edits**

Back

Add special notes to advise us of any changes. Once you have reviewed your DR-405 asset detail and there are no additional changes, you are ready to file the return with our office.

Once you have submitted your DR-405, you will not be able to make changes to your online filing for this year!

Confirm DR-405 Submission [Sign Out](#)

» DR-405 Submission

Business Account

Alt-Key: 01784714
Business Name: SMITH GIFT SHOP TPP TEST ACCT
Business FID: 99-9999999
Owner's SSN: 999-999-9999
Location:

Special note to the Appraiser:

!! ATTENTION !!

You are about to submit your DR-405 for the business listed above. Once the DR-405 has been submitted, you will no longer be able to make changes to the asset list for this tax year using the TPP Online system. Any changes will have to be submitted to our office on a printed amended DR-405.

To view the DR-405 PDF you may need to refresh your web page. A pdf of the submitted DR-405 will display on your screen to save and/or print.



DR-405 TPP Tax Return Submitted

[Sign Out](#)

» DR-405 Submitted


Please save a copy of your DR405 (TPP Tax Return) below and keep for your records. Use the 'Print' feature of the Adobe Reader to print this document, not your browser's print button.

Print


Your DR-405 PDF Document:

Save

PAFORMGEN
1 / 3
71%
Save
Print



1



2

Hernando County Property Appraiser
201 Howell Ave., Suite 300
Brooksville, FL 34601-204
Phone: (352) 754-4190
Fax: (352) 754-4198

TANGIBLE PERSONAL PROPERTY TAX RETURN
CONFIDENTIAL
DR-405, R. 03/18
Rule 12D-16.002, F.A.C.
EST. 03/18

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

Hernando County Tax year **2022**

Business name (DBA-Doing Business As) and mailing address:
MELISSA CULIN REAL ESTATE TEST
201 HOWELL AVE STE 300
BROOKSVILLE, FL 34601-2042

Federal Employer Identification Number: 99-99999999
NAICS: 531312

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

1. Owner or person in charge: _____ Phone: _____
Business/corporate name: _____

2. Physical location (No PO Boxes): _____

3. Do you file a TPP tax return under any other name? Yes No
Name on most recent return or tax bill: _____

4. Date you began business in this county: _____

5. Fiscal year end date: _____ If before 12/31 last year, does this return reflect additions/deletions through Dec 31? Yes No

6. Type or nature of your business:
Trade levels (check all that apply) Retail Wholesale
 Manufacturing Professional Service Agricultural
 Leasing/rental Other, specify: _____

7. Did you file a TPP return in this county last year? Yes No
Name and location: _____

8. Former owner of business: _____
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		500	
11. EDP equipment, computers, and word processors		0	
12. Store, bar and lounge, and restaurant furniture, equipment, etc.		0	
13. Machinery and manufacturing equipment		0	
14. Farm, grove, and dairy equipment		0	
15. Professional, medical, dental, and laboratory equipment		0	
16. Hotel, motel, and apartment complex		0	
16a. Rental units (stove, refrigerator, furniture, drapes, and appliances)		0	
17. Mobile home attachments (carport, utility building, cabana, porch, etc.)		0	
18. Service station and bulk plant equipment (underground tanks, lifts, tools)		0	
19. Signs (billboard, pole, wall, portable, directional, etc.)		0	
20. Leasedhold improvements - grouped by type, year of installation, and description		0	
21. Pollution control equipment		0	
22. Equipment owned by you but rented, leased or held by others		0	
23. Supplies not held for resale		0	
24. Renewable energy source devices		0	
25. Other, specify:		0	


27

EXCEL UPLOAD

- On the Asset Summary section, you can request an excel file and/or upload an excel file.
- A new business cannot request an excel file since they do not have a prior year's filing.
- However, if you would like to use our formatted office spreadsheet, select request an excel file and you will be sent an email with a blank spreadsheet.
- If you are reporting leased assets, you must put the correct address/location for each asset listed.

21	POLLUTION CONTROL EQUIPMENT	0	Edit
22	EQUIPMENT OWNED BUT RENTED OUT	0	Edit
23	SUPPLIES	0	Edit
24	RENEWABLE ENERGY SOURCE DEVICE	0	Edit
25	OTHER	0	Edit

[Request Extension](#) [Request Excel File](#) [Upload Excel File](#)



The Excel file will be emailed to you as an attachment. If no online edits have been made, you will receive last year's asset list.



Request Excel File Export

[Sign Out](#)

»» Excel File Export

»» Excel File Export

Your request for an Excel file of your current assets is being processed. You will receive an email from patpp@co.hernando.fl.us that will have the file as an attachment.

Continue


Once you receive the excel file, save it to your personal computer.

DO NOT change the formatting.

Once you have made changes and saved the file select “Upload Excel File”

21	POLLUTION CONTROL EQUIPMENT	0	Edit
22	EQUIPMENT OWNED BUT RENTED OUT	0	Edit
23	SUPPLIES	0	Edit
24	RENEWABLE ENERGY SOURCE DEVICE	0	Edit
25	OTHER	0	Edit

[Request Extension](#) [Request Excel File](#) [Upload Excel File](#)



Per F.S. 193.052, you must completely fill out and sign the first page of the DR-405.

The screenshot shows a web interface for uploading Excel files. At the top, there is a header for John C. Emerson, CFA, Hernando County Property Appraiser, with a logo for Central GIS. The main heading is "Excel File Upload" with a "Sign Out" link. Below this, there is a section titled "Excel File Upload" containing a yellow warning box with the following text:

!! ATTENTION !!
After uploading your excel spreadsheet, per F.S. 193.052, you MUST completely fill out including the Original Cost and Taxpayers Fair Market Value, sign, and submit the first page of the DR-405. When your file is uploaded, it will be processed by our office and you will receive an email with the results. If you have any questions, please contact the TPP Department at 352-754-4190, Option 6.

!! IMPORTANT !!
Only Excel files in our TPP Asset format can be processed by this system. Files and layouts of your own design will not be processed.

Below the warning box, there are two file upload fields:

Upload TPP (Excel) Asset File: No file chosen

Upload PDF scan of your DR-405: No file chosen

Below these fields is a text area labeled "Special note to the Appraiser:".

At the bottom, there are two buttons: "Submit Asset and DR405 Files" and "Cancel".

To upload the TPP Excel asset file, select Choose File. Find the file on your local computer and select open to upload the file.

The screenshot shows a web interface for uploading an Excel file. At the top, there is a header with the Hernando County Property Appraiser logo and the name John C. Emerson, CFA. The main title is "Excel File Upload" with a "Sign Out" link. Below the title, there is a section titled "Excel File Upload" containing a yellow warning box with the following text:

!! ATTENTION !!
After uploading your excel spreadsheet, per F.S. 193.052, you MUST completely fill out including the Original Cost and Taxpayers Fair Market Value, sign, and submit the first page of the DR-405. When your file is uploaded, it will be processed by our office and you will receive an email with the results. If you have any questions, please contact the TPP Department at 352-754-4190, Option 6.

!! IMPORTANT !!
Only Excel files in our TPP Asset format can be processed by this system. Files and layouts of your own design will not be processed.

Below the warning box, there are two file upload fields:

Upload TPP (Excel) Asset File: No file chosen

Upload PDF scan of your DR-405: No file chosen

Below these fields is a text area labeled "Special note to the Appraiser:".

At the bottom, there are two buttons: "Submit Asset and DR405 Files" and "Cancel".

To upload the DR-405 PDF, select Choose File. Find the file on your local computer and select open to upload the file.

The screenshot shows the 'Excel File Upload' page for John C. Emerson, CFA, Hernando County Property Appraiser. The page features a header with the appraiser's name and title, the slogan 'To Serve and Assess With Fairness', and logos for Hernando County Property Appraiser and Central GIS. The main content area is titled 'Excel File Upload' and contains a yellow warning box with the following text:

!! ATTENTION !!
After uploading your excel spreadsheet, per F.S. 193.052, you MUST completely fill out including the Original Cost and Taxpayers Fair Market Value, sign, and submit the first page of the DR-405. When your file is uploaded, it will be processed by our office and you will receive an email with the results. If you have any questions, please contact the TPP Department at 352-754-4190, Option 6.

!! IMPORTANT !!
Only Excel files in our TPP Asset format can be processed by this system. Files and layouts of your own design will not be processed.

Below the warning box, there are two file upload fields:

Upload TPP (Excel) Asset File: No file chosen

Upload PDF scan of your DR-405: No file chosen

A red arrow points to the 'Choose File' button for the DR-405 upload.

Below the upload fields is a text area labeled 'Special note to the Appraiser:'.

At the bottom of the form are two buttons: 'Submit Asset and DR405 Files' and 'Cancel'.

Once both file types are uploaded, add any special notes to the appraiser. Then, select “Submit Asset and DR405 Files.” Once you have submitted the files, no changes can be made to the online account for this tax year.

The screenshot shows the 'Excel File Upload' page for John C. Emerson, CFA, Hernando County Property Appraiser. The page features a header with the appraiser's name and title, the county logo, and a 'Sign Out' link. Below the header, the page title 'Excel File Upload' is displayed. The main content area contains a yellow warning box with the following text:

!! ATTENTION !!
After uploading your excel spreadsheet, per F.S. 193.052, you MUST completely fill out including the Original Cost and Taxpayers Fair Market Value, sign, and submit the first page of the DR-405. When your file is uploaded, it will be processed by our office and you will receive an email with the results. If you have any questions, please contact the TPP Department at 352-754-4190, Option 6.

!! IMPORTANT !!
Only Excel files in our TPP Asset format can be processed by this system. Files and layouts of your own design will not be processed.

Upload TPP (Excel) Asset File: DICKEY'S B...ORTED.xls

Upload PDF scan of your DR-405: ZERO G VAPE.pdf

Special note to the Appraiser:

Red arrows in the original image point to the 'Special note to the Appraiser' text and the 'Submit Asset and DR405 Files' button.

After your files are uploaded, they will be processed by our office and you will receive an email from our office confirming acceptance or rejection of your filing. **Please keep in mind that during high volume filing times, it may take up to 72 hours to receive an acceptance or rejection for your filing.**

The screenshot shows a web application interface for "Excel File Upload". At the top, there is a header banner for John C. Emerson, CFA, Hernando County Property Appraiser, with the tagline "To Serve and Assess With Fairness". The banner also features the Hernando County Central GIS logo. Below the banner, the page title is "Excel File Upload" and there is a "Sign Out" link. The main content area is titled "Excel File Upload" and contains a yellow warning box with the following text:
!! ATTENTION !!
After uploading your excel spreadsheet, per F.S. 193.052, you MUST completely fill out including the Original Cost and Taxpayers Fair Market Value, sign, and submit the first page of the DR-405. When your file is uploaded, it will be processed by our office and you will receive an email with the results. If you have any questions, please contact the TPP Department at 352-754-4190, Option 6.
!! IMPORTANT !!
Only Excel files in our TPP Asset format can be processed by this system. Files and layouts of your own design will not be processed.
Below the warning box, there are three upload fields: "Upload TPP (Excel) Asset File:", "Upload PDF scan of your DR-405:", and "Special note to the Appraiser:". A large empty text box is provided for the special note. At the bottom of the page, a yellow banner with a red arrow pointing to the right contains the text: "Your Excel file has been uploaded. Your DR405 PDF file has been uploaded." Below this banner is a blue "Continue" button.

Office Locations:



Westside Office

7525 Forest Oaks Boulevard
Spring Hill, FL 34606-2400
(352) 754-4190 Phone
(352) 688-5088 Fax

Addressing

7525 Forest Oaks Boulevard
Spring Hill, FL 34606-2400
(352) 754-4190 Phone
(352) 688-5060 Fax

Brooksville Office

201 Howell Avenue, Ste. 300
Brooksville, FL 34601-2042
(352) 754-4190 Phone
(352) 754-4198 Fax



Tangible Personal Property

201 Howell Avenue, Ste. 300
Brooksville, FL 34601-2042
(352) 754-4190 Press 6 Phone
(352) 754-4198 Fax



If you have any questions,
please call the Tangible Personal
Property Department at
(352) 754-4190, Press 2, Then 3
Or email patpp@hernandocounty.us

Thank You!
Kevin Johnston, CFE
Assistant Property Appraiser