

Quick Reference Guide: POPLAR Appeal Submission

POPLAR Appeal Submission

The Portal for Online Property Legal Appeal and Review (POPLAR) allows taxpayers who have already filed an appeal with their county's Property Tax Assessment Board of Appeals (PTABOA) to appeal that decision online to the IBTR. You must have an Access Indiana account before you can utilize POPLAR for purposes of submitting and managing appeals with the IBTR. This Quick Reference Guide (QRG) will review the steps required to submit an appeal on POPLAR.

Start a Petition

A Taxpayer may file a new appeal with IBTR after first appealing to the county property tax assessment board of appeals (PTABOA). POPLAR cannot be used to file initial PTABOA appeals. To enter a new petition, follow these steps:

1. As an authenticated/registered 'Party' user, login to POPLAR (<https://www.in.gov/ibtr/poplar>).
2. By default, the POPLAR page for 'Party' users (Petitioners, Respondents, Authorized Representatives) is the **My Petitions/Appeals** home page upon login.
3. On the navigation bar at the top of the page, select *START A PETITION* (see Figure 1).

Figure 1 – Navigation Bar – START A PETITION



4. The Start a Petition page will open where the user will be presented with two options:
 - a. Start a New IBTR Petition; and
 - b. Finish a Saved IBTR Petition
5. Select the first option to initiate a new petition. The second would be used to navigate back to the **My Petitions/Appeals** page, where the user could edit a draft petition, one that is already in progress but not submitted.
6. The **Choose a Petition Type** page will open where the user will be presented with the two options:
 - a. Start a Form 131 Petition; and
 - b. Start a Form 132 Petition
7. Select the Form 131 option to appeal a decision regarding assessed values, homesteads, deductions, credits, and classifications. Select the Form 132 option to appeal a decision regarding charitable, religious, educational, and other statutory exemptions.

Note: The following may vary from your experience depending on the petition type selected and how questions are answered.

8. Selecting either the Form 131 option or the Form 132 option will open the **Overview** page. Here you will find further instructions on entering a petition. Select the appropriate *Signatory* type and choose the *Next* button (see Figure 2).

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Figure 2 – Petition Overview

Assessment Petition

FILING DEADLINE: This petition must be filed not later than forty-five (45) days after the Notification of Final Assessment Determination is issued by the county Property Tax Assessment Board of Appeals (county board). If the maximum time period for the county board to hold a hearing or to give notice of its determination has passed (180 days from the date the appeal was initiated), the Petitioner may initiate an appeal to the IBTR.

WHAT YOU NEED TO COMPLETE THIS PETITION:

- A copy of the Form 130 (State Form 53958), originally filed to initiate this appeal with the appropriate assessing official.
- A copy of the Notification of Final Assessment Determination, Form 115 (State Form 20916). The Form 115 is not required if the maximum time period for the county board to act has passed, or if there is a Standard Form Agreement (State Form 55853) waiving a determination by the county board.
- The petition must be signed by the Petitioner or an Authorized Representative. An Authorized Representative must attach any documentation required pursuant to 52 IAC 4-3 et seq.
- Certified Tax Representatives must upload a Tax Representative Disclosure Statement.

A separate petition must be filed for each parcel and tax year. A party may ask the IBTR for permission to file a single petition for multiple parcels where the parcels are contiguous and the issues to be appealed on each parcel are substantially similar.

FAILURE TO FOLLOW INSTRUCTIONS: The Petitioner must complete all required sections of this petition. Incomplete petitions may be rejected and not considered filed with the Indiana Board of Tax Review.

Signatory: *

- Select Signatory
- Taxpayer / Property Owner
- Taxpayer Representative**
- Representative of a Minor or Incapacitated Party
- Representative of a Business or Nonprofit
- Attorney Representative
- Certified Public Accountant

[Next >](#)

9. The **Petition Information** page will open. Complete the required fields, indicated by the red asterisk, and choose the *Next* button upon completion (see Figure 3).

Note: Navigating to the Previous or Next pages will automatically save the data entered on the current page. Also, the Save Draft button can be used to immediately save the data entry if the user wishes to remain on the current page.

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Figure 3 – Petition Information

The screenshot shows the POPLAR web application interface. At the top, there is a navigation bar with a menu icon, the IN.gov logo, and the text 'Indiana Board of Tax Review - POPLAR'. On the right side of the navigation bar, there are icons for 'MY APPEALS', 'START A PETITION', 'SEARCH DECISIONS', and 'LOGOUT'. Below the navigation bar, there is a sidebar menu on the left with the following items: Overview, Form 131, Petition Information (selected), Property and Petitioner Info, Small Claims, Grounds for Appeal, Electronic Service, Attachments, Review, and Signature. The main content area is titled 'Petition Information' and contains the following sections:

- Petition Information**
- Type of Petition:** *
 - Real Property
 - Personal Property
 - Deduction
 - Credit
 - Other - Please explain below
- If Other, explain:
- Is this property currently under appeal with the Indiana Board of Tax Review for another tax year?** *
 - Yes
 - No
- If yes, indicate year(s) and type of petition(s):
- Is this a direct appeal to the IBTR?** *
 - Yes
 - No
- If yes, indicate the reason for appealing directly to the IBTR.
 - The maximum time period for the county board to act has passed (180 days from the date the appeal was initiated).
 - Agreement to waive the county board determination. Standard Form Agreement (State Form 55853) must be attached.

At the bottom of the form, there are two buttons: 'Save Draft' and '< Previous'. The 'Next >' button is circled in blue.

Note: Indicating that the petition is a direct appeal to the IBTR will impact the document attachment requirements. Be sure to have digital copies of any required documentation such that it may be transmitted with the petition submission.

10. **Section 1: Property and Petitioner Information** will open. Complete the required fields, indicated by the red asterisk, and choose the *Next* button upon completion (see Figure 4).

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Figure 4 - Section 1: Property and Petitioner Information

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MY APPEALS START A PETITION SEARCH DECISIONS LOGOUT khriiss@xoofinc.com

- Overview
- Form 131
 - Petition Information
 - Property and Petitioner Info
 - Small Claims
 - Grounds for Appeal
 - Electronic Service
- Attachments
- Review
- Signature

SECTION 1: Property and Petitioner Information

Property Information

County * Vanderburgh

Township * Center Township

District (Optional) Select District

[Find your District](#)

Parcel or Key number (for real property) * 87-11-24-428-001.000-036

Address for property (number and street or rural route) * 123 Main St

City * Evansville

ZIP Code * 47712

Legal description provided on Form 11

Assessment year under appeal * 2024

Petitioner Information

Petitioner Name * Tate Construction

Telephone Number * (812) 550-9999

Email Address * TateH@TateConstruction.com

Petitioner Address (number and street or rural route) * 9229 Valley View Dr

City * Evansville

State * Indiana

ZIP Code * 47711

Authorized Representative Information

Name of representative * Chris Seger

Telephone Number * (812) 520-2476

Email Address * khriiss@xoofinc.com

Address of representative (number and street or rural route) * 1800 Westbury Ln

City * Evansville

State * Indiana

ZIP Code * 47711

Save Draft < Previous Next >

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Note: If the Signatory is entered as an authorized representative, the email address for the representative will be captured from the user profile. Otherwise, it is the petitioner’s email address field that will utilize the user profile email.

11. **SECTION 2: Small Claims Option** page will open. Complete the required fields, indicated by the red asterisk, and choose the *Next* button upon completion (see Figure 5). If a Form 132, the user will see **SECTION 2: Action by County PTABOA**.

Figure 5 – Section 2: Small Claims Option or Action by County PTABOA

SECTION 2: Small Claims Option

The parties may elect to have the appeal governed under the simplified small claims rules. Before making the election, please review both the small claims rules and the more formal standard procedural rules (52 IAC 4) available on the [IBTR website](#). *

ACCEPT SMALL CLAIMS
 OPT-OUT OF SMALL CLAIMS

Save Draft < Previous Next >

SECTION 2: Action by County Property Tax Assessment Board of Appeals

List below the assessment determination issued by the County Property Tax Assessment Board of Appeals (from State Form 49585 / Form 120) *
If no determination was issued, leave this page blank.

Assessment Date on the Form 120 (month, day, year) *
01/03/2025

	% Exempt	% Taxable	Total
Land	50	50	100
Improvements	50	50	100
Personal Property	0	0	0

Save Draft < Previous Next >

12. **SECTION 3: Grounds for Appeal** page will open. Complete the required fields, indicated by the red asterisk, and choose the *Next* button upon completion (see Figure 6).

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Figure 6 – SECTION 3: Grounds for Appeal

SECTION 3: Grounds for Appeal

Real Property	Year on Petition		Prior Year	
	Land	Improvements	Land	Improvements
Original Tax Notice [Form 11]	\$ 125,000	\$ 1,200,000	\$ 125,000	\$ 800,000
County Board Determination [Form 115]	\$ 125,000	\$ 1,200,000		
Petitioner's Claim	\$ 125,000	\$ 1,000,000		

If raising a challenge pursuant to IC 6-1.1-15-1.1 (a)(2)-(6), please select all that apply:

- The assessment was against the wrong person
- The approval, denial, or omission of a deduction, credit, exemption, abatement, or tax cap
- A clerical, mathematical, or typographic mistake
- The description of the property
- The legality or constitutionality of the assessment

For All Petitions:
Please explain in detail the basis of your belief that the assessed value is incorrect. A document summarizing the basis for the appeal may also be attached. Reminder: Do not include or attach confidential information in this section. *

The PTABOA bore the burden of proof and did not consider the market appraisal submitted as evidence.

Buttons: Save Draft, < Previous, Next >

13. **SECTION 4: Election of Electronic Service** page will open. Complete the required fields, indicated by the red asterisk, and choose the *Next* button upon completion (see Figure 7).

Figure 7 - SECTION 4: Election of Electronic Service

SECTION 4: Election of Electronic Service

I agree to receive all notices regarding this petition by electronic mail. I understand that the electronic mail notices are considered effective in the same manner as if the notices had been sent by United States mail to the party's mailing address and a hard copy will not be provided. *

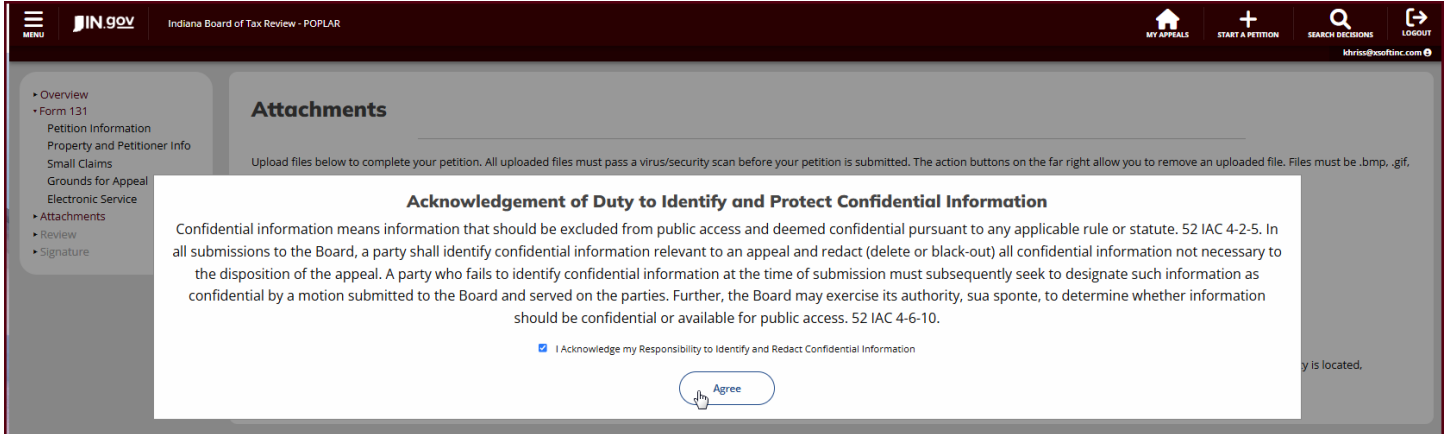
Buttons: Save Draft, < Previous, Next >

14. The **Attachments** page will open, and the user will be prompted to **Acknowledgement of Duty to Identify and Protect Confidential Information** (See Figure 8).

15. Review the acknowledgement and upon selecting the provided checkbox, choose the *Agree* button (see Figure 8)

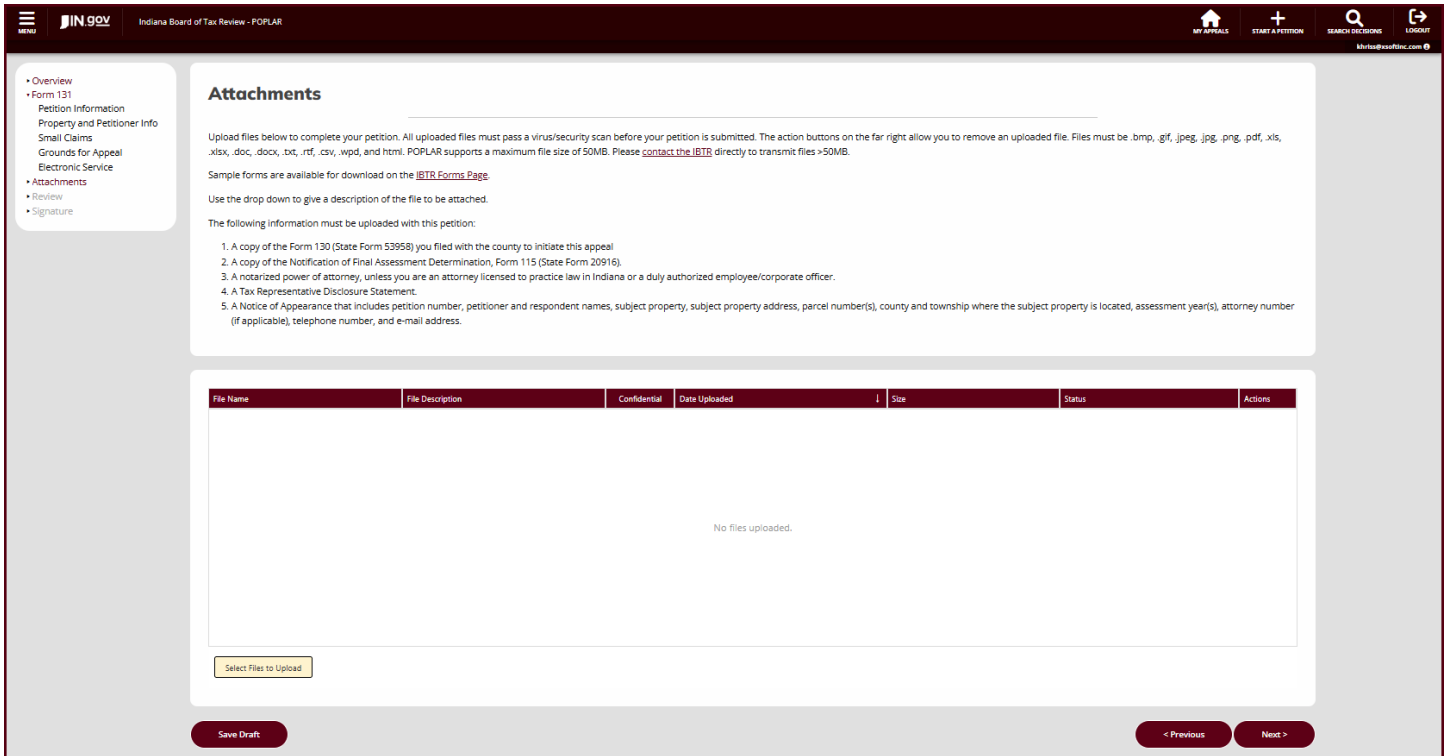
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Figure 8: Attachments – Protect Confidential Information



16. Review the guidance provided at the top of the page, especially the requirements section pertaining to documents necessary to complete the petition submission. Again, document attachment requirements are dictated by the petition type selected and how questions are answered in prior sections. (see Figure 9).

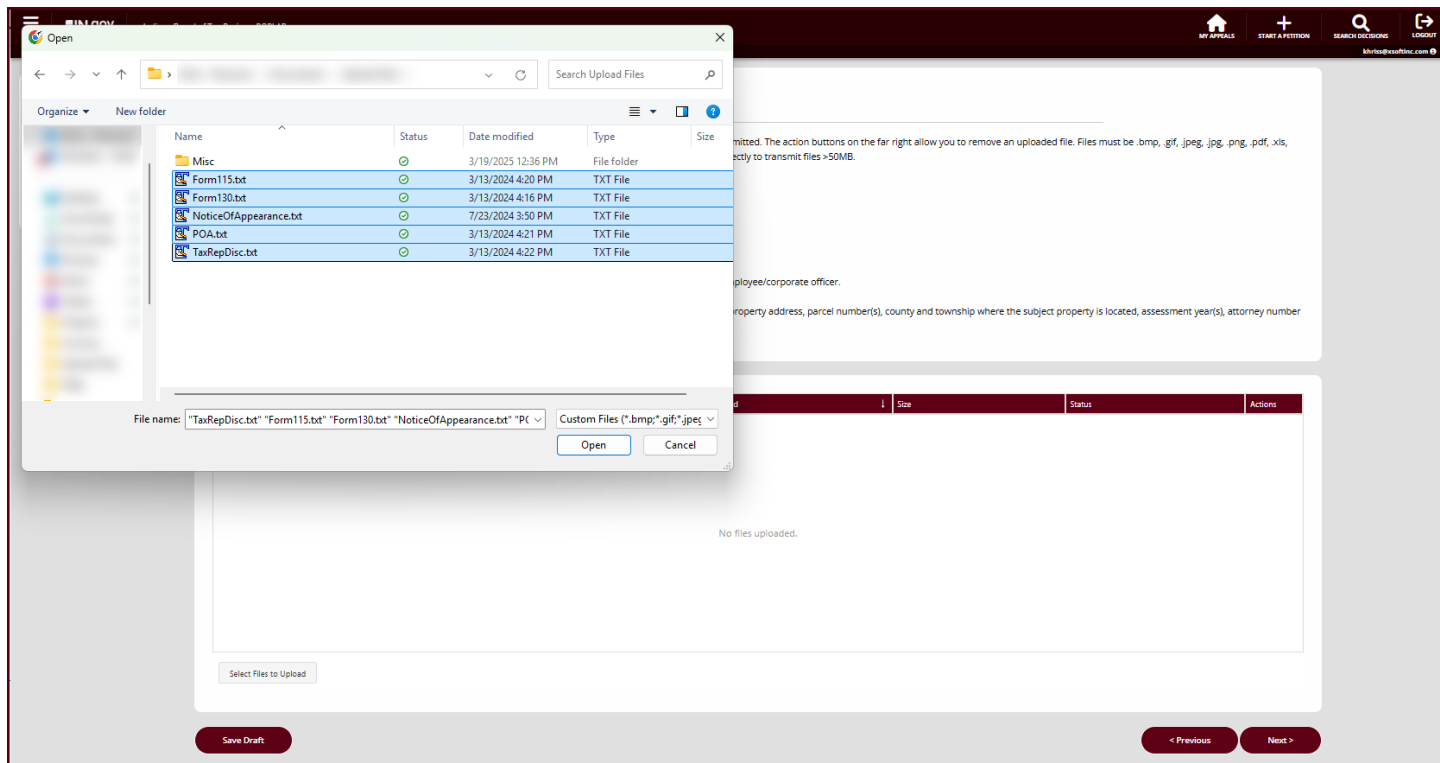
Figure 9 – Attachments page



17. Using the *Select Files to Upload* button, choose files that are to accompany the petition submission and select *Open* in the file select window (see figure 10).

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Figure 10 – Select Files to Upload



- 18. All selected files will be scanned for malicious content (antivirus scan) and subsequently uploaded to the POPLAR document repository (see Figure 11). Files that fail the antivirus scan will be indicated on screen and must be removed before advancing to the next screen.

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Figure 11 – Uploaded Document Attachments

File Name	File Description	Confidential	Date Uploaded	Size	Status	Actions
Form115.txt	Select a value...	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
TaxRepDisc.txt	Select a value...	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
NoticeOfAppearance.txt	Select a value...	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
Form130.txt	Select a value...	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
POA.txt	Select a value...	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	

Select Files to Upload

Save Draft < Previous Next >

19. POPLAR requires that each file uploaded to the document repository have a *File Description*, second column. From the available options, using the drop down picklist in the file description field of each attachment, select the description that best describes the document being uploaded. File descriptions for the most commonly uploaded files are conveniently placed near the top of the picklist (see Figure 12).

Figure 12 – File Description Picklist

File Name	File Description	Confidential	Date Uploaded	Size	Status	Actions
Form115.txt	Form 115	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
TaxRepDisc.txt	Tax Representative Disclosure Statement	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
NoticeOfAppearance.txt	Notice of Appearance	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
Form130.txt	Form 130	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
POA.txt	Power of Attorney	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	

Select Files to Upload

Save Draft < Previous Next >

- Form 130
- Form 115
- Standard Form Agreement(SF 55853)
- Power of Attorney**
- Tax Representative Disclosure Statement
- Notice of Appearance
- Summary of Grounds for Appeal
- Form 136
- Form 120
- Other Categories

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20. Should an attached document contain information such as earnings, income, profits, losses, or expenditures, rent data, financial information, personal property return, or other information deemed confidential pursuant to any applicable rule or statute, it is incumbent upon the user to complete the *Confidential* acknowledgment. To do this, select the checkbox in the *Confidential* column for the subject record and complete the confidentiality prompt (see Figure 13).

Figure 13 – Confidential Checkbox and Acknowledgement

File Name	File Description	Confidential	Date Uploaded	Size	Status	Actions
Misc.txt	Correspondence	<input checked="" type="checkbox"/>	3/19/2025, 3:02 PM	<1 MB	Unsubmitted	
Form115.txt	Form 115	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
TaxRepDisc.txt	Tax Representative Disclosure Statement	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
NoticeOfAppearance.txt	Notice of Appearance	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
Form130.txt	Form 130	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	
POA.txt	Power of Attorney	<input type="checkbox"/>	3/19/2025, 12:42 PM	<1 MB	Unsubmitted	

Select Files to Upload

Save Draft < Previous Next >

Confidential Information

Unnecessary Confidential Information Redacted (deleted or blacked out) in Document

I confirm that I have redacted all unnecessary confidential information such as personal identifiable materials, bank account numbers, social security numbers, dates of birth, or passwords, to the extent this document contains such information.

Confidential Information Relevant to the Appeal Included in Document:

This document contains information such as earnings, income, profits, losses, or expenditures, rent data, financial information, personal property return, or other information deemed confidential pursuant to any applicable rule or statute.

Yes
 No

If the document includes confidential data relevant to the appeal, list the page numbers where the confidential data is located:

Pages 2, 6, 7

Cancel Submit

21. Once all required documentation has been attached, choose the *Next* button upon completion. Before advancing, you will be prompted to complete an **Acknowledgement of Service**.

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22. Review the acknowledgement and upon selecting the provided checkbox, choose the *Next* button (see Figure 14).

Figure 14 - Acknowledgement of Service

Acknowledgement of Service

By submitting these documents, you accept and acknowledge that a notice of this filing will be forwarded to the parties associated with the petition(s) identified in the submission. Copies of these documents will be available to parties within POPLAR.

I accept

Cancel Next >

Note: Subsequent to this submission and once processed by the IBTR, additional documents may be added to the appeal. Future document uploads will result in an email notification to all parties to the appeal.

23. The **Review the Form** page will open. Review the information entered and use the *Previous* button to make changes or use *Next* to begin signing and submitting your petition. (see Figure 15).

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Figure 15 – Review the Form

IN GOV
Indiana Board of Tax Review - POPLAR

MY APPEALS
+
SEARCH DECISIONS
LOGOUT

- Overview
- Form 131
 - Petition Information
 - Property and Petitioner Info
 - Small Claims
 - Grounds for Appeal
 - Electronic Service
- Attachments
- Review
- Signature

Review the Form

Please review the information you entered. Use the Previous button to make changes or use Next to begin signing and submitting your petition.

Petition Information

Type of Petition	Real Property
Is this property currently under appeal with the IBTR for another tax ...	No
Is this a direct appeal to the IBTR?	No

Property and Petitioner Information

Property Information

County	Vanderburgh
Township	Center Township
District	
Parcel or Key number	87-11-24-428-001,000-036
Property Address	123 Main St
City	Evansville
ZIP Code	47712
Property Record Card (Real Property)	
Assessment year under appeal	2024

Petitioner Information

Petitioner Name	Tate Construction
Telephone Number	(812) 550-9999
Email Address	TateH@TateConstruction.com
Petitioner Address	9229 Valley View Dr
City	Evansville
State	Indiana
ZIP Code	47711

Authorized Representative Information

Representative Name	Khris Seger
Telephone Number	(812) 520-2476
Email Address	khriss@xsoftinc.com
Representative Address	1800 Westbury Ln
City	Evansville
State	Indiana
ZIP Code	47711

Attachments

Filename	File Description	File Size
Form115.txt	Form 115	<1 MB
TaxRepDisc.txt	Tax Representative Disclosure Statement	<1 MB
NoticeOfAppearance.txt	Notice of Appearance	<1 MB
Form130.txt	Form 130	<1 MB
POA.txt	Power of Attorney	<1 MB
Misc.txt	Correspondence	<1 MB

Small Claims Option

The parties may elect to have the appeal governed under the simplified small claims rules. Before making the election, please review both the small claims rules and the more formal standard procedural rules ([S2 IAC 4](#)) available on the IBTR website located on the [IBTR website](#).

Small Claim	OPT-OUT OF SMALL CLAIMS
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Grounds for Appeal

	Year on Petition	Prior Year
Original Tax Notice - Land	\$125,000	\$125,000
Original Tax Notice - Improvements	\$1,200,000	\$800,000
County Board Determination - Land	\$125,000	
County Board Determination - Improvements	\$1,200,000	
Petitioner's Claim - Land	\$125,000	
Petitioner's Claim - Improvements	\$1,000,000	

Challenge Pursuant

No data

Basis of Belief

Explanation	The PTABOA bore the burden of proof and did not consider the market appraisal submitted as evidence.
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Print

↑
< Previous
Next >

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Important: Utilize the Print button at the bottom of the page to create a digital record of your submission.

24. Selecting *Next* on the **Review the Form** page will advance you to the **Signature (Section 5 & 6)** page. Here, complete the required fields, indicated by the red asterisk, and choose the *Sign* button upon completion (see Figure 16).

Figure 16 – Signature (Section 5 & 6)

The screenshot shows the 'SECTION 5: Signatures' page in the POPLAR system. The page has a dark blue header with navigation links: 'MY APPEALS', 'START A PETITION', 'SEARCH DECISIONS', and 'LOGOUT'. The user is logged in as 'khriss@esoftinc.com'. On the left, there is a sidebar menu with options: Overview, Form 131, Petition Information, Property and Petitioner Info, Small Claims, Grounds for Appeal, Electronic Service, Attachments, Review, and Signature. The main content area is titled 'SECTION 5: Signatures' and contains the following fields and options:

- Signatory:** Taxpayer Representative
- I certify that all entries on this form are accurate to the best of my knowledge and belief. *
- Signature of Taxpayer Representative ***
Khris Seger
- Verify Signature of Taxpayer Representative ***
Khris Seger
- Date signed (month, day, year) ***
03/19/2025

Below these fields is 'SECTION 6: CERTIFICATE OF SERVICE'. The text reads: 'In addition to filing this petition with the IBTR, a copy of this petition must be transmitted to the Respondent. In most cases, the Respondent is the county assessor. By submitting this form to the IBTR, you accept and acknowledge that an electronic copy of this document will be forwarded to the office of the appropriate assessing official.'

At the bottom of the form area is a 'Sign' button. Below the form area are two buttons: 'Save Draft' on the left and '< Previous' on the right.

25. You will be asked to complete the **Signature Acknowledgement** as the final step to submitting the petition. Review the acknowledgement and choose *Sign* to advance (see Figure 17).

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Figure 17 – Signature Acknowledgement

The screenshot shows the 'Signature Acknowledgement' modal window. The modal text reads: 'By signing this petition, the user is effectively providing their signature on the form(s). I certify that all entries on this form are accurate to the best of my knowledge and belief. If I am submitting this petition in my capacity as an Authorized Representative, I certify that I satisfy all relevant statutory and regulatory requirements to be designated as an Authorized Representative permitting me to file this form and to represent the Petitioner in an appeal before the IBTR.' Below the text are 'Cancel' and 'Sign' buttons. A mouse cursor is hovering over the 'Sign' button. In the background, the 'Date signed' field is set to '03/19/2025'. Below the modal, the 'SECTION 6: CERTIFICATE OF SERVICE' is visible, with a 'Sign' button at the bottom. At the very bottom of the screen, there are 'Save Draft' and '< Previous' buttons.

26. Confirmation that the petition has been submitted to the IBTR for review comes in the way of the **Assessment Petition** confirmation page (see Figure 18). Retain the provided Transaction ID for future your records.

Figure 18 – Assessment Petition Confirmation

The screenshot shows the 'Assessment Petition' confirmation page. The text reads: 'Your submission is complete. You may access your petition from POPLAR at any time to view status or file additional supporting documents or appearances.' Below this text, the 'Transaction ID: TD3D076' is displayed. At the bottom, there is a button labeled 'My Petitions/Appeals' with a mouse cursor hovering over it. The page header includes the 'IN.gov' logo and navigation icons for 'MY APPEALS', 'START A PETITION', 'SEARCH DECISIONS', and 'LOGOUT'.

27. The *My Petitions/Appeals* button will return you to the Home page, where you can further verify the submission of the subject petition as well as manage other records to which you are a party (see Figure 19).

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Figure 19 – My Petitions/Appeals

My Petitions/Appeals

[Reset Grid To Defaults](#)

Status ↓ 📄 📄

Petitioner	County	Petition Number	Group	Petition Type	Address of Property	Date Submitted	🔔 11	Actions
▼ Status: Submitted								
Tate Construction	Vanderburgh	Pending		Form 131	123 Main St	3/19/2025, 3:45 PM		📄
▶ Status: Received - defect								
▶ Status: Received								
▶ Status: Open - hearing pending								
▶ Status: Open - determination pending								
▶ Status: Open								
▶ Status: Draft								

Note: The newly submitted petition must be processed and accepted by the IBTR before it becomes an active appeal. Once it receives a ‘Open’, a PDF version of the Form131/132 will be generated and made available on the record in POPLAR. Also once accepted, you will be notified by email and granted access to the appeal detail in POPLAR.