



Indiana Department of Revenue
Agricultural Equipment Exemption Usage Questionnaire

Information furnished below is subject to audit verification.

Full Legal Name of Purchaser (Print)			
Federal Employer Identification Number (FEIN) / Social Security Number (SSN)			
Street Address	City	State	ZIP Code
Email	Phone		

1. Describe your equipment purchase (attach a copy of your invoice). _____
2. Are you occupationally engaged in agriculture for a living? ☐ Yes ☐ No Do you file a Federal Schedule F? ☐ Yes ☐ No
3. Will this equipment be included on your Indiana business tangible personal property tax return? ☐ Yes ☐ No
If No, please explain. _____
4. List accessories used with this equipment. _____

For the section below, list your best estimate of daily use over a year's time period that this equipment is utilized for various activities. A single day could have multiple uses and the total days used do not have to equal 365. If the listed activities do not describe your usage, please write in a new description that fits your situation in one of the Other Use lines. You may attach additional pages or pictures, if needed (see page 2 for instructions).

Please indicate below the equipment usage for the purchase described in 1. above. Check all that apply.

Equipment Usage	Number of Days Used	Equipment Usage	Number of Days Used
<input type="checkbox"/> Application of crop seed		<input type="checkbox"/> Picking up rocks/debris from field	
<input type="checkbox"/> Application of fertilizer		<input type="checkbox"/> Transporting farmer/employees	
<input type="checkbox"/> Application of insecticide/fungicide		<input type="checkbox"/> Mowing or spraying of ditches, field boundaries, and barn yard areas	
<input type="checkbox"/> Hauling seeds, fertilizer and insecticide/fungicide to fields		<input type="checkbox"/> Maintenance of sod farms	
<input type="checkbox"/> Hauling or removal of manure from livestock barn/enclosure		<input type="checkbox"/> Snowplowing	
<input type="checkbox"/> Hauling feed to livestock		<input type="checkbox"/> Soil sampling and testing	
<input type="checkbox"/> Tilling land for crops to be sold		<input type="checkbox"/> Repairing/inspection of fence	
<input type="checkbox"/> Harvesting crops (not transporting)		<input type="checkbox"/> Corralling Livestock	
<input type="checkbox"/> Transporting of crop (field to storage)		<input type="checkbox"/> Hunting	
<input type="checkbox"/> Field/pasture/livestock inspections		<input type="checkbox"/> Other Use _____	
<input type="checkbox"/> Recreational Riding		<input type="checkbox"/> Other Use _____	
<input type="checkbox"/> Hauling Tools and Equipment		<input type="checkbox"/> Other Use _____	
<input type="checkbox"/> Hauling trash/garbage		<input type="checkbox"/> Other Use _____	

Based on the estimates and information provided above, the purchaser qualifies for a: ☐ Full exemption ☐ Partial exemption
Please provide the percentage: _____

I certify, under penalty of perjury, the information contained in this questionnaire is true, correct and complete to the best of my knowledge and belief.

Purchaser's Signature: _____ Title: _____ Date: _____

Instructions for Completing Form AGQ-100

Notice: The fact that an item is purchased for use on the farm does not necessarily make it exempt from sales tax. Agricultural machinery, tools, and equipment to be **directly** used in the **direct** production of food or commodities that are sold either for human consumption or for further food or commodity production in order to be exempt. To be “directly used in direct production” is what is called a “double direct” test. The tangible personal property has to be directly used, and the direct use of the property has to be in direct production. The phrase “directly used in direct production” means that the property must be integral and essential to the production process. Property is integral and essential to the production of food or commodities if it is necessary to carry on production and plays a key role in the actual production of the food or commodity (i.e., it must directly affect or be a component of the food or commodity). The fact that a piece of equipment is convenient, necessary or essential to farming is insufficient in itself to determine if it is used directly in direct production as required to be exempt.

If a transaction involving agricultural machinery, tools, or equipment qualifies for this exemption, the entire transaction is exempt from Indiana sales tax if the item purchased is included on the purchaser's business tangible personal property tax return (or, if the property is transported out of state, the item would otherwise have been required to be included on a business tangible personal property tax return if it remained in Indiana), and the item is predominately used in an exempt manner (i.e., more than 50% of the time). This is true regardless of whether the purchaser also uses or intends to use the property for a nonexempt purpose.

If the equipment is not predominantly used in an exempt manner, but the other two conditions are met, the sales or use tax is prorated based on the purchaser's nonexempt use. If the agricultural machinery, tools, or equipment is predominantly used in an exempt manner, but one or both of the two conditions are not met, the sales or use tax is prorated based on the purchaser's nonexempt use.

Your purchase will not be considered exempt without all the information requested on this form including the name of the purchaser, full address, a copy of a detailed purchase invoice attached to the form AGQ-100, indicating the purchase date, location, price, delivery location and any trade-in, identification number, full description of the equipment, whether the equipment will be included on your personal property tax return, **all** of the uses made of the equipment and the number of days for each use. To help expedite your possible exemption, please provide a telephone number and email address (if available).

Please refer to Indiana's Administrative Code Title 45 IAC 2.2-5-1 through 7 for our agricultural regulations which can be found at www.in.gov/legislative/iac/iac_title?iact=45. Additional information is available in the department's Sales Tax Information Bulletin #9 at www.in.gov/dor/files/reference/sib09.pdf.

If you purchased the item exempt, but it has been determined that you owe use tax, the method for remitting use tax depends on whether or not you are registered as a retail merchant. If you are registered as an Indiana retail merchant, you may remit use tax on your sales tax return (ST-103). If you are not a retail merchant, use tax can be remitted by in one of two ways. Use tax can either be remitted using the department's online tax portal (INTIME), or be reported on your appropriate income tax return.

Form AGQ-100 should be completed separately for each item purchased exempt. Form AGQ-100 can be located at www.in.gov/dor/tax-forms/sales-tax-forms. Enter the number of days for each use. A use day may be any part of a day when you use the equipment for that activity. A single day could include multiple activities and the total days do not need to equal 365. For spraying or mowing activity please explain what is being sprayed or mowed in detail.

For further clarification of a possible exemption, please send pictures of the equipment in use.

Individual taxpayers not filing a Federal Schedule F may be denied the agricultural exemption.

A copy of the completed Form AGQ-100 submitted should be retained for your records.

Information remitted on this form is subject to audit verification.

Previous editions of this form are obsolete.

If requested, mail to: Indiana Department of Revenue
Business Tax Compliance
100 N. Senate Ave., IGCN-241
Indianapolis, IN 46204-2253