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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** County Assessors, Auditors, and Vendors  
**FROM:** Geoff Kuester, Director of Data Analysis  
**SUBJECT:** 2016 Gateway Submission Calendar  
**DATE:** January 7, 2016

On-time property tax bills are a top priority for the Department of Local Government Finance (“Department”) for 2016 and 2017.

To achieve this objective, assessors and auditors should keep in mind key dates for 2016 Gateway submissions. The attached Gateway submissions calendar notes deadlines for 2015-pay-2016, 2016-pay-2016, and 2016-pay-2017 Gateway submissions. The deadlines below have been adjusted to reflect the last possible day on which or by which a particular task must be performed. Failure to meet these deadlines may jeopardize on-time tax billing.

If you have any questions about the Gateway submission calendar, please contact Geoff Kuester, Director of Data Analysis, at [GKuester@dlgf.in.gov](mailto:GKuester@dlgf.in.gov), or the Gateway team at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

PLEASE NOTE: This memorandum is simply intended to be informative and does not take the place of Indiana law. In the event any part of this memorandum conflicts with Indiana law, Indiana law governs. The Department and all local units of government are bound to the law.

## **2016 Gateway Submission Dates**

**Dates may change by action of the 2016 General Assembly.**

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|--------------|---|
| March 1      | Deadline for Gateway submission of Debt Management Annual Affirmation. IC 5-1-18-9.                                 |
| March 1      | Deadline for Gateway submission of SB131 Reporting for Solid Waste Management Districts (SWMDs). IC 13-21-3-13.5.   |
| March 1      | Deadline for Gateway submission of Other Post-Employment Benefits reporting (OPEB). IC 36-1-8-17.5.                 |
| March 31     | Deadline for Gateway submission of Property Tax Assessment Board of Appeals annual report (PTABOA). IC 6-1.1-28-12. |
| April 15     | Deadline for Gateway submission of TIF Management Report. IC 36-7-14-13.  |
| August 1     | Deadline for Gateway submission of Certified Net Assessed Values through Gateway DECAF - CNAV. IC 6-1.1-17-1.       |
| September 30 | Deadline for Gateway submission of Economic Development Reporting (EDR). IC 4-33-23-17.                             |

### **Note:**

Please review the Department's annual Budget timeline for Pay 2017 Gateway Budget submission dates.

The Department anticipates releasing deadlines for Form 22 submission through Gateway DECAF during 2016.

PTABOA annual reporting is new for 2016, and further guidance will accompany the release of this report.

TIF Management Reporting has changed for 2016, and further guidance will accompany the release of the updated report.

### **Ongoing Reporting Requirements:**

Debt Management: IC 5-1-18-6.

A political subdivision that issues bonds or enters into a lease after December 31, 2005, shall supply the Department with a debt issuance report not later than one (1) month after the date on which the bonds are issued or the lease is executed.