

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: County Assessors
FROM: Jeffrey A. Volz, Director of Data Analysis JAV
RE: State Sales Disclosure Program Status
DATE: September 22, 2009

MEMORANDUM

On January 1, 2010, the Department of Local Government Finance ("Department") will cease providing direct technical support for the state sales disclosure program ("state program").

All counties should e-mail Jeff Volz, Director of Data Analysis, at jvolz@dlgf.in.gov to advise if the county plans to contract with a vendor or to remain with the state system. Specific instructions related to each option are included in this memo.

Counties Contracting with a Sales Disclosure Vendor

Counties that have either already entered, or intend to enter, into an agreement with a certified sales disclosure vendor should send a brief written notice that includes the following: contact name, county name, vendor name, and the date at which you wish to officially disconnect from the state program.

The Department will remove the county from public entry on the state program at close of business on the date specified. This will prevent disclosures from being filed without first going through the county assessor's office. User accounts to the assessor's portion of the state program will be preserved so counties can still access data to achieve data compliance.

All historical data will still be available for counties that opt to discontinue participation in the state program.

An updated list of approved sales disclosure vendors is available on the Department's Web site at www.in.gov/dlgf/7697.htm.

Counties Remaining with the State Sales Disclosure Program

Counties that plan to remain with the state program should send a brief written notice designating at least one (1) individual within the county to serve as a local administrator and

support contact ("local administrator"). The notice should include the following contact information for the local administrator: work address, telephone number, and e-mail address.

The individual(s) identified will be responsible for providing first-line technical support for the individual county, including county staff as well as public users filing in that county.

When selecting individuals to serve as local administrators and support staff, the ideal candidate should be someone with strong customer service skills, and at least intermediate computer knowledge. This individual should be capable of handling basic problems and common issues with the program. If the local administrator cannot resolve a problem for a user, the local administrator will be able to consult with the development team at the Indiana Business Research Center (IBRC) for detailed problem research and fixes.

In October or November, the Department will coordinate a one-day training session in Indianapolis to help local support staff understand the state program and to review the most common problems and resolutions. This training will provide local administrators the opportunity to meet with the IBRC development team and Department experts to answer any questions or concerns they may have in preparation for assuming technical support duties on January 1, 2010. The Department will contact the local administrators with detailed information about this training within the next two weeks. **This training will be provided at no charge to participating counties.**

Please direct questions about the state program or this memorandum to Jeff Volz at 317-232-3759 or jvolz@dlgf.in.gov.