

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors and Sales Disclosure Vendors
FROM: Eric Bussis, Director of Data Analysis *EB*
RE: Future of Sales Disclosure Reporting
DATE: June 15, 2012

The Department of Local Government Finance ("Department") is unveiling changes to the submission of sales disclosure data during 2012. As outlined in the memo issued February 9, 2012, the Gateway Sales Disclosure Form Reporting ("Gateway SDF") will replace the current reporting process for all counties, including those that wish to continue using the vendor and upload option.

The Department is pleased to launch the Gateway SDF for testing and training. The new application can be found at the following link: <http://gatewaydfest.ifonline.org>. Some new features of the system include the ability to save a submitter profile and the ability to save and edit unsubmitted forms. Additionally, the Department will allow users to print a form before submission. Although the PDF printing of drafts will be released later this month, this highly requested feature will increase ease of use.

At this time, this application is for demonstration and testing only. All data entered on this site during the testing period will be deleted. Filers using the current state-provided SDF application should continue to use this application until further notice.

A few notable policy changes will occur in the transition to the new system, as detailed below:

Vendor Upload

As previously discussed, the Department has incorporated the vendor upload option into Gateway SDF. Counties using vendor systems will have login credentials for Gateway SDF. Users in vendor counties can create a new account on the Gateway SDF website and request access to the upload functionality. Upload functionality is not granted for users automatically and must be requested and approved.

State-Provided SDF

For the twenty-one counties that use the state system, single entries will now require a user account. For the Gateway SDF, users may create their own account. Although creating a user account is a new requirement, the application was built so that the process takes less than thirty

seconds. Utilizing the log-in will increase security and data reliability. Additionally, this feature will allow users to easily access and print previously filed sales disclosures.

The new system also features an upload process, which may be used by title companies and other mass users in counties that use the state-provided SDF system. Access to this feature may be requested during account creation. All uploads, from vendor counties or mass users, will have to follow the file specifications within 50 IAC 26. For title companies or other bulk users, submissions will still need to be individually reviewed and submitted in the application to ensure the data has uploaded correctly.

For those assessors who use the state system and have an account to access the assessor edit tool, your current username and password have already been imported in the new system. Please note that usernames in the old system were not required to be an email address. These users have been allowed to keep their old username, but any new usernames must be an email address.

The Department has also established a test version of the assessor edit tool for testing purposes for those counties using the state system. This application will only draw from test submissions made through Gateway SDF, but will allow assessors to ensure that sales data is recorded accurately. Users may access the test system at the following link: http://in-ibrc-iisdev.ads.iu.edu/assessor_sdf

Updated Timeline

The project timeline has been revised and updated:

June and July 2012: The Department will conduct training sessions and other outreach using the demonstration version of Gateway SDF.

August 30, 2012: The Department will close the state-provided SDF entry website.

September 1, 2012: Gateway SDF will launch within the live Gateway website and will be fully utilized by all counties. That may mean that users in the county directly enter data through Gateway SDF's entry screens, or that the county or its vendor uploads its data files through Gateway SDF. The file specifications for the vendor upload will remain the same as those used in previous years.

More information on the training schedule and user training materials will be forthcoming. If you have any questions about the project or suggested improvements for Gateway SDF, please contact Director of Data Analysis Eric Bussis at erbussis@dlgf.in.gov. If you encounter an error or need help with the application, please contact the Gateway SDF support team at GatewaySDF@dlgf.in.gov.