
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Tax & Billing Software Vendors
FROM: Matthew Parkinson, Director of Data Analysis
SUBJECT: Gateway Form 22 Upload Specifications
DATE: September 29, 2015

This memorandum serves as an update to Tax and Billing Property Tax Management System vendors about the flat file specifications for use with the Data Entry for CNAV and Form 22 (DECAF) application within Gateway.

As mentioned in the Department's June 30, 2015 memorandum to County Auditors, the Department anticipates collecting Form 22 data through Gateway this fall. The Department will provide additional guidance to County Auditors about what types of data should be submitted and instructions for how to use the Form 22 portion of the DECAF application later this fall.

In preparing for electronic Form 22 data submission, the Department has modified the upload specifications to improve the organization of data submitted within Gateway. Updated file specifications and instructions may be found at the Department's Gateway DECAF page at <http://www.in.gov/dlgf/9480.htm>.

Questions may be directed to Director of Data Analysis Matthew Parkinson at mparkinson@dlgf.in.gov or by phone at (317) 232-3759.