
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Auditors and Software Vendors
FROM: Geoff Kuester, Director of Data Analysis
SUBJECT: Form 22 Data Submission Procedures
DATE: June 13, 2016

The Department of Local Government Finance (“Department”) is issuing this memorandum to county auditors and software vendors to provide instructions for submission of Form 22 distribution data for June 2016 distributions. Data submission will be a twofold process for June 2016 distributions:

- 1) County auditors are required to enter distribution data through the Gateway Data Entry for CNAV and Form 22 (“DECAF”) application, which will be used as the official submission method for all distribution cycles going forward.
- 2) County auditors are required to submit Form 22 submissions through the previous hard-copy and/or CSV methods as a back-up submission for 2016 settlements. County auditors are also required to send Form 22s to local units in their respective counties that receive distributions.

Gateway DECAF Form 22 Data Submission

In June 2015, the Department launched the DECAF application. DECAF contains two components: Certified Net Assessed Value (“CNAV”) data entry and Form 22 data entry. County auditors used the CNAV component of DECAF to enter data during summer and fall 2015 for the 2016 budget cycle. All 92 counties successfully used DECAF to submit CNAV data in 2015 for the 2016 budget year.

The Department has been working heavily on the Form 22 component and, with assistance from many county auditors and software vendors, has used December 2015 distribution data to test the new tool. In addition to email and/or hard copy submissions, counties were encouraged to submit Form 22 data through DECAF.

Similar to the DECAF’s CNAV component, most counties have elected to upload Form 22 data exported from their tax & billing systems. The Department has been working with tax & billing vendors to verify that data may be exported in a way that will upload to DECAF.

County auditors may also elect to enter Form 22 data manually for all distribution types directly into DECAF. The Form 22 files exported through tax & billing systems will also have TIF distribution data for counties with TIF districts. The Department is not launching the TIF distribution portion of the Form 22 component at this juncture, but may use the data collected through the files to continue testing DECAF functionality. TIF data in Form 22 export files will not cause problems with the Form 22 upload for June 2016 distributions.

A user guide for the DECAF's Form 22 component may be found at <http://www.in.gov/dlgf/9480.htm> and at <https://gateway.ifionline.org/help.aspx>.

Previous Hard-Copy Form 22 Data Submission Method

County auditors should also submit Form 22 data for general property tax, license excise, commercial vehicle excise ("CVET"), and financial institution tax ("FIT") distributions as they historically have in hard-copy format. Auditors typically submit Form 22 data through Comma-Separated-Value ("CSV") files or through printouts that are mailed to the Department's office.

The Department's preference is that county auditors send CSV files to both Data@dlgf.in.gov and to their budget field representative. Contact information for field representatives is available at http://www.in.gov/dlgf/files/Field_Rep_Map_-_Budget.pdf or by calling (317) 232-3777. Counties may continue to print their Form 22 submission files and mail hard copies to the Department. The office's address is:

Indiana Department of Local Government Finance
100 N. Senate Ave., N-1058B
Indianapolis, IN-46204

For June 2016 distributions, the traditional Form 22 will not constitute the county's official distribution data submission. These submissions will serve as a back-up to the Gateway DECAF submissions for 2016 only.

Counties are not required to send Form 22 materials to the State Board of Accounts.

Questions may be directed to the Gateway support team at (317) 232-4480 or gateway@dlgf.in.gov or Geoffrey Kuester, Director of Data Analysis, at (317) 233-8347 or GKuester@dlgf.in.gov.