TO: County Auditors and Software Vendors  
FROM: Geoff Kuester, Director of Data Analysis  
SUBJECT: Form 22 Data Submission Procedures  
DATE: November 28, 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 December 2016 distributions. As was the case with June 2016 distributions, data submission will be a twofold process for December 2016 distributions:

1) County auditors are required to enter distribution data through the Gateway Data Entry for CNAV and Form 22 (“DECAF”) application. Submission through Gateway will constitute your official submission.

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

As was the case with June 2016 distributions, county auditors may upload files containing distribution data. The files may be exported from tax & billing systems. County auditors may also elect to enter Form 22 data manually for all distribution types directly into DECAF. The Department asks that counties submit Form 22 data through Gateway by no later than March 1, 2017.

A user guide for 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. 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

Budget Field Representative names and email addresses are below:

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<thead>
<tr>
<th>Budget Field Representative</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Miranda Bucy</td>
<td><a href="mailto:mbucy@dlgf.in.gov">mbucy@dlgf.in.gov</a></td>
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<tr>
<td>Ryan Burke</td>
<td><a href="mailto:rburke@dlgf.in.gov">rburke@dlgf.in.gov</a></td>
</tr>
<tr>
<td>Kim Chattin</td>
<td><a href="mailto:kchattin@dlgf.in.gov">kchattin@dlgf.in.gov</a></td>
</tr>
<tr>
<td>George Helton</td>
<td><a href="mailto:ghelton@dlgf.in.gov">ghelton@dlgf.in.gov</a></td>
</tr>
<tr>
<td>Wayne Hudson</td>
<td><a href="mailto:whudson@dlgf.in.gov">whudson@dlgf.in.gov</a></td>
</tr>
<tr>
<td>Vicky Neeley</td>
<td><a href="mailto:vneeley@dlgf.in.gov">vneeley@dlgf.in.gov</a></td>
</tr>
<tr>
<td>Robert Norris</td>
<td><a href="mailto:robnorris@dlgf.in.gov">robnorris@dlgf.in.gov</a></td>
</tr>
<tr>
<td>Dawn Ray</td>
<td><a href="mailto:dray@dlgf.in.gov">dray@dlgf.in.gov</a></td>
</tr>
<tr>
<td>Judy Robertson</td>
<td><a href="mailto:jrobertson@dlgf.in.gov">jrobertson@dlgf.in.gov</a></td>
</tr>
<tr>
<td>Michelle Rogers</td>
<td><a href="mailto:mrogers@dlgf.in.gov">mrogers@dlgf.in.gov</a></td>
</tr>
<tr>
<td>Heather Witsman</td>
<td><a href="mailto:hwitsman@dlgf.in.gov">hwitsman@dlgf.in.gov</a></td>
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The Department emphasizes that for December 2016 distributions, the Gateway Form 22 will constitute the county’s official distribution data submission. The traditional Form 22 will serve as a backup to the Gateway DECAF submissions.

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.