

CHAPTER 6

EXHIBIT OF FORMS

DITCH DUPLICATE

Last date on which Total Assessment May be paid without interest.
Feb. 1 19 98

NAME OF DITCH HAMILTON

ASSESSMENT FOR: (Indicate Which)
 CONSTRUCTION OR ANNUAL
 RECONSTRUCTION MAINTENANCE

DUPLICATE NO. A	NAME OF TAXPAYERS B	DESCRIPTION OF REAL ESTATE C	SECTION IN LOT D	SECTION OUT-LOT E	RANGE BLOCK F	ACRES G	HUNDRETHS H	TOTAL AMOUNT OF ASSESSMENT H	AMOUNT ON WHICH TO COMPUTE INTEREST I	PRINCIPAL AMOUNT OF EACH INSTALLMENT J	INTEREST ON EACH INSTALLMENT K	TOTAL INSTALLMENT AND INTEREST L	INSTALLMENT NUMBER M	WHEN PAYABLE N	PENALTY ADDED O		TOTAL CASH PAID P	DATE OF PAYMENT Q				
															%	AMOUNT		MO.	DAY	YR.		
1	123	Doe, John	Pt. NE SW	2	11	10	4 0	6 5 0 00		6 5 00	-0-	6 5 00	1	Feb. 1, 1998								
2										6 5 00	-0-	6 5 00	2	Feb. 1, 1998								
3									5 2 0 00	6 5 00	1 3 00	7 8 00	3	May 1998								
4									4 5 5 00	6 5 00	2 2 75	8 7 75	4	Nov. 1998								
5									3 9 0 00	6 5 00	1 9 50	8 4 50	5	May 1999								
6									3 2 5 00	6 5 00	1 6 25	8 1 25	6	Nov. 1999								
7									2 6 0 00	6 5 00	1 3 00	7 8 00	7	May 2000								
8									1 9 5 00	6 5 00	9 75	7 4 75	8	Nov. 2000								
9									1 3 0 00	6 5 00	6 50	7 1 50	9	May 2001								
10									6 5 00	6 5 00	3 25	6 8 25	10	Nov. 2001								
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SAMPLE

EXAMPLE OF ENTRY OF ASSESSMENT FOR CONSTRUCTION CERTIFIED TO COUNTY AUDITOR ON FEB. 1, 1997.

In this example, at the option of the landowner, the total assessment of \$650.00 or \$130.00 of the total may be paid without interest within one year from date of certification. The notice to the landowner by the county treasurer should be prepared accordingly on Form 63-N by entering \$650.00 in column 1 and \$130.00 in column 2.

Although the total payment due on or before Feb. 1, 1998 is \$130.00, this item appears in the example as two items of \$65.00 each. This division is for the convenience of the county treasurer if the landowner wishes to make partial payments.

Lines 45 to 59 are omitted in this reproduction.

EXHIBIT A

DITCH DUPLICATE

Last date on which Total Assessment May be paid without interest.
Aug. 1 19 98

NAME OF DITCH HARTMAN

ASSESSMENT FOR: (Indicate Which)	
CONSTRUCTION OR RECONSTRUCTION	ANNUAL MAINTENANCE
<input type="checkbox"/>	<input type="checkbox"/>

DUPLICATE NO. A	NAME OF TAXPAYERS B	DESCRIPTION OF REAL ESTATE C	SECTION IN-LOT D	SECTION OUT-LOT E	RANGE & BLOCK F	ACRES G		TOTAL AMOUNT OF ASSESSMENT H	AMOUNT ON WHICH TO COMPUTE INTEREST I	PRINCIPAL AMOUNT OF EACH INSTALLMENT J	INTEREST ON EACH INSTALLMENT K	TOTAL INSTALLMENT AND INTEREST L	INSTALLMENT NUMBER M	WHEN PAYABLE N	PENALTY ADDED O		TOTAL CASH PAID P	DATE OF PAYMENT Q			
							HUNDREDTHS								%	AMOUNT		MO.	DAY	YR.	
1	007	Hartman, Bruce	Pt. SE NW	1	2	3	1 0 0	6 5 0 00		6 5 00	-0-	6 5 00	1	Aug. 1, 1998							
2										6 5 00	-0-	6 5 00	2	Aug. 1, 1998							
3									5 2 0 00	6 5 00	1 3 00	7 8 00	3	Nov. 1998							
4									4 5 5 00	6 5 00	2 2 75	8 7 75	4	May 1999							
5									3 9 0 00	6 5 00	1 9 50	8 4 50	5	Nov. 1999							
6									3 2 5 00	6 5 00	1 6 25	8 1 25	6	May 2000							
7									2 6 0 00	6 5 00	1 3 00	7 8 00	7	Nov. 2000							
8									1 9 5 00	6 5 00	9 75	7 4 75	8	May 2001							
9									1 3 0 00	6 5 00	6 50	7 1 50	9	Nov. 2001							
10									6 5 00	6 5 00	3 25	6 8 25	10	May 2002							
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SAMPLE

EXAMPLE OF ENTRY OF ASESMENT FOR CONSTRUCTION CERTIFIED TO COUNTY AUDITOR ON AUG. 1, 1997.

In this example, at the option of the landowner, the total assessment of \$650.00 or \$130.00 of the total may be paid without interest within one year from date of certification. The notice to the landowner by the county treasurer should be prepared accordingly on Form 63-N by entering \$650.00 in column 1 and \$130.00 in column 2.

Although the total payment due on or before Aug. 1, 1998 is \$130.00, this item appears in the example as two items of \$65.00 each. This division is for the convenience of the county treasurer if the landowner wishes to make partial payments.

Lines 45 to 59 are omitted in this reproduction

DITCH DUPLICATE

Last date on which Total Assessment May be paid without interest.
 _____ 19 ____

NAME OF DITCH JONES

ASSESSMENT FOR: (Indicate Which)	
CONSTRUCTION OR RECONSTRUCTION	ANNUAL MAINTENANCE
<input type="checkbox"/>	<input checked="" type="checkbox"/>

DUPLICATE NO. A	NAME OF TAXPAYERS B	DESCRIPTION OF REAL ESTATE C	SECTION IN LOT D	SECTION IN OUT-LOT E	RANGE BLOCK F	ACRES G	HUNDRETHS H	TOTAL AMOUNT OF ASSESSMENT H	AMOUNT ON WHICH TO COMPUTE INTEREST I	PRINCIPAL AMOUNT OF EACH INSTALLMENT J	INTEREST ON EACH INSTALLMENT K	TOTAL INSTALLMENT AND INTEREST L	INSTALLMENT NUMBER M	WHEN PAYABLE N	PENALTY ADDED O		TOTAL CASH PAID P	DATE OF PAYMENT Q						
															%	AMOUNT		MO.	DAY	YR.				
1	456	Roe, Richard	Pt. SW NE	4	18	10	1	5	2	0	00						1	00	11	1	98			
2												1	0	00	Nov. 1998			1	0	00	11	1	98	
3								2	0	00					May 1999			1	0	00	5	1	99	
4												1	0	00	Nov. 1999		3	00	1	3	00	5	1	01
5								2	0	00					May 2000		1	00	1	1	00	5	1	01
6												1	0	00	Nov. 2000		1	00	1	1	00	5	1	01
7								2	0	00					May 2001		1	00	1	1	00	11	15	01
8												1	0	00	Nov. 2001		1	00	1	1	00	11	15	01
9								2	0	00					May 2002									
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THE ACTUAL SIZE OF THIS FORM IS 17 1/2 INCHES BY 20 INCHES

SAMPLE

EXAMPLE OF ENTRY OF ASSESSMENT FOR ANNUAL MAINTENANCE CERTIFIED TO COUNTY AUDITOR ON JAN. 20, 1998.

NOTE: THERE IS NO INTEREST ON ASSESSMENTS FOR ANNUAL MAINTENANCE. DELINQUENCIES ARE SUBJECT TO SAME PENALTIES AS DELINQUENT TAXES.

Lines 45 to 59 are omitted in this reproduction

EXHIBIT A-2

DRAINAGE ASSESSMENT STATEMENT

NAME _____
ADDRESS _____

_____ COUNTY
Duplicate No. _____

CONSTRUCTION OR RECONSTRUCTION

ANNUAL MAINTENANCE

SAMPLE

Name of Drain _____

Examine receipts and see that descriptions are correct and complete. Please correct any error in address.

NOTE: Fold on line below if No. 9 window envelope is used.

Amount due in payment of installment No. _____ payable on or before _____, 20____.
on the following property:

DESCRIPTION	Sec. or In-Lot	Twp. or Out-Lot	Range or Block	ACRES	PRINCIPAL	INTEREST	PENALTY	AMOUNT DUE
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> THE ACTUAL SIZE OF THIS FORM IS 5 1/2 INCHES BY 8 1/2 INCHES </div>								
Amount of delinquency to due date of installment								
RECEIVED OF THE ABOVE NAMED PAYOR IN PAYMENT ON THE ASSESSMENT DESCRIBED ABOVE					TOTALS			

RETURN ALL COPIES TO COUNTY TREASURER

THE SUM OF \$ _____

THIS IS A VALID RECEIPT WHEN STAMPED PAID
BY THE COUNTY TREASURER

_____ COUNTY TREASURER

EXHIBIT B

NOTICE OF DRAINAGE ASSESSMENT

Name and address
of
Landowner

THE ACTUAL SIZE OF THIS FORM IS
5 INCHES BY 8 INCHES

_____ COUNTY

Duplicate No. _____

Name of
Drain _____

YOU ARE HEREBY NOTIFIED that the County Auditor has delivered to the office of the County Treasurer a ditch duplicate wherein a final assessment appears for an improvement on the above named drain against the lands or lots described herein. You are further notified that the assessment in full (column 1), or the installments due within one year from date of certification of assessments by the County Drainage Board to the County Auditor (column 2), may be paid without interest on or before _____, 20____.

DESCRIPTION	Sec. or In-Lot	Twp. or Out-Lot	Range or Block	ACRES	(1) TOTAL ASSESSMENT	(2) CURRENT ANNUAL ASSESSMENT

After payment of amount in column 2, there will be _____ semiannual installments of \$_____ each, payable on or before May 10 and November 10 of each year until paid in full, together with interest at 10% per annum on the balance of principal unpaid from time to time. Delinquencies are subject to the same penalties as delinquent taxes.

RECEIVED OF THE ABOVE NAMED PAYOR IN PAY-
MENT ON THE ASSESSMENT DESCRIBED ABOVE

RETURN ALL COPIES TO COUNTY TREASURER

THE SUM OF \$ _____

THIS IS A VALID RECEIPT WHEN STAMPED PAID
BY THE COUNTY TREASURER

_____ COUNTY TREASURER

EXHIBIT C

COUNTY TREASURER'S REGISTER OF DITCH ASSESSMENTS COLLECTED

FOR _____ DITCH

	DATE		DITCH DUPLICATE NUMBER	TOTAL COLLECTED	DISTRIBUTION OF COLLECTIONS				ADVERTISING COSTS	SURPLUS COLLECTIONS
	Year 20 Month	Day			PRINCIPAL	INTEREST	PENALTY			
	Total Brought Forward									
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	Total Carried Forward									

ACTUAL SIZE OF FORM 11 1/2" X 18"

SAMPLE

**DRAINAGE ENGINEER'S
STATEMENT OF EXPENSE FOR PERSONAL SERVICES
CONSTRUCTION, RECONSTRUCTION AND MAINTENANCE**

From, 20.....

To, 20.....

Engineer

ALLOCATION OF TIME

NAME OF DRAIN	SAMPLE																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

ALLOCATION OF EXPENSE

Rate per Day: Salary \$.....
(monthly salary divided by
working days in month)

Per Diem \$.....

Total \$.....

NAME OF DRAIN	JOB NO.	DAYS	RATE PER DAY	CONSTRUCTION & RECONSTRUCTION	MAINTENANCE	TOTAL
CHARGEABLE TO PROJECTS:			\$	\$	\$	\$
TOTAL CHARGEABLE TO PROJECTS			\$	\$	\$	\$
Time and Expense not invoiced above						
PROOF - TOTAL OF CLAIM FOR MONTH				\$	\$	\$

Date, 20..... Signed
Engineer

I hereby certify that I have examined the foregoing statement and that the same is true and correct.

Date, 20..... SurveyorCounty

**AUTHORIZATION FOR ENCUMBRANCE
OF THE
GENERAL DRAIN IMPROVEMENT FUND**

In the Matter of (Construction) (Reconstruction) (Maintenance)
of the _____ Drain
Job No. _____

TO THE DRAINAGE BOARD OF _____ COUNTY:

Whereas, the above entitled matter has been referred to me, and

Whereas, it is estimated that the cost of the work will be:

PRELIMINARY COST	\$ _____
ENGINEERING	\$ _____
GENERAL CONTRACT	\$ _____
SUPERVISION	\$ _____
_____	\$ _____
TOTAL	\$ _____

SAMPLE

Therefore, request is made for an encumbrance of the General Drain Improvement Fund

to pay said costs in the total sum of \$ _____.

Dated _____

Surveyor or Engineer in Charge

The Drainage Board being duly advised by the County Auditor that there is a sufficient unencumbered balance in the General Drain Improvement Fund to cover the requested encumbrance now finds that this request should be granted. It is, therefore, ordered that the General Drain Improvement Fund is encumbered for the purpose stated in the foregoing request, in the sum of \$ _____. It is further ordered that the foregoing request and authorization be recorded in the records of the County Drainage Board.

THE COUNTY DRAINAGE BOARD

_____ COUNTY

By _____

Members

WHEN COMPLETED BY THE DRAINAGE BOARD, THIS FORM IS FOR USE OF THE COUNTY AUDITOR.

**CERTIFICATE OF ASSESSMENTS
(Construction or Reconstruction)**

The Drainage Board of:
_____ County, Indiana

IN THE MATTER OF:

Assessments for the (Construction)
(Reconstruction) of the

_____ Drain
in _____ County, Indiana
Project No. _____

SAMPLE

TO THE AUDITOR OF _____ COUNTY:

We have computed the cost of the (construction) (reconstruction) of the above named drain as follows:

- 1. Costs reimbursable to County General Fund:
 - a. Compensation paid to Engineer \$ _____
 - b. Advertising and Notices (reconstruction) _____
 - c. Estimated compensation of Engineer for supervision and inspection _____
 - d. _____
 - e. _____
 - TOTAL REIMBURSEMENT TO COUNTY GENERAL FUND \$ _____

- 2. Costs payable from General Drain Improvement Fund:
 - a. Amount of contract \$ _____
 - b. Damages _____
 - c. Attorney Fees (Petitioners' Attorney) _____
 - d. Expense reimbursable to petitioners' attorney for notices and advertising _____
 - e. Contingencies _____
 - f. _____
 - g. _____
 - TOTAL COST \$ _____

(Itemize any other costs. All costs incidental to issuance of bonds must be included.)

We certify that we have apportioned the total cost to the tracts of land benefited by the drain according to law and have determined and fixed the assessments on the several tracts of land as shown by the attached schedule.

Any assessment of \$50.00 or less shall be payable within one year from date hereof. Payment shall be without interest, but if not paid within said one year, shall be subject to the same rate of penalty as is applicable to delinquent tax.

Any assessment of more than \$50.00 may be paid in full, without interest, within one year from date hereof, or one fifth (1/5) of such assessment or \$50.00, whichever is more, may be paid, without interest, within one year from date hereof. The remainder of the assessment shall be paid in semiannual installments of not less than \$25.00 each and the number of such semiannual installments may not exceed eight (8).

In case payments of installments are deferred, unpaid balances from time to time shall bear interest at the rate of 10% per annum.

The county auditor is directed to enter the assessments according to this certification in the Ditch Duplicate of the county for collection by the county treasurer.

IN WITNESS WHEREOF, we have set our hands, this _____ day of _____, 20____.

Where drains are located in two or more counties, this fact should be set out in the certificate and a separate certificate prepared for each county.

Drainage Board

**CERTIFICATE OF ASSESSMENTS
FOR ANNUAL MAINTENANCE**

The Drainage Board of:

_____ County, Indiana

IN THE MATTER OF:

Assessments for Annual Maintenance
of the _____ Drain
in _____ County, Indiana

SAMPLE

TO THE AUDITOR OF _____ COUNTY:

We certify that the schedule of assessments attached hereto has been adopted pursuant to IC 36-9-27-34 and IC 36-9-27-40 to provide funds for annual maintenance of the above named drain; that due notice thereof has been published; that the period of time within which a judicial review may be reviewed may be requested has expired; and, that the order of the Drainage Board fixing the assessment on each tract of land is now final.

The assessments stated in the attached schedule are annual assessments and shall be collected year after year until such assessments are terminated or changed by order of the Drainage Board. One-half of each annual assessment shall be due and payable on or before May 10 and November 10 in each year, the first of which semiannual installments shall be due and payable on or before _____, 20__.

All such installments may be paid without interest, but if not paid when due shall be subject to the same rate of penalty applicable to delinquent taxes.

The county auditor is directed to enter the assessments according to this certification in the Ditch Duplicate of the county for collection by the county treasurer.

IN WITNESS WHEREOF, we have hereto set our hands, this _____ day of _____, 20__.

Drainage Board