



Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

# Gateway User Guide

## TIF Management

*For cities, towns, and counties with TIF districts*



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## Getting Started

Local officials can login to Gateway by visiting the Gateway public site at <http://gateway.ifonline.org>. Once there, navigate to the upper-right corner of the screen and click “Local Officials: Login Here.”

INDIANA  
**Gateway** for government units

Home Report Builder Download Data Tools Learn More

**An Open Door into Local Government Finance**

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.

Local Officials: Login Here >  
Conflict of Interest Upload Tool >

Click

Tax Increment Finance Districts  
TIF District Viewer

Fiscal Health Indicators  
Fiscal Health Indicators

When is your budget hearing?  
When is your budget hearing?

Public employee compensation  
Public employee compensation

Access local expenditures  
Access local expenditures

Learn more about debt  
Learn more about debt

Clicking this link takes you to the login prompt. Enter your username (typically, your email address) and password, then click “Log In.” If you can’t login to Gateway, try the “Forgot your password?” tool. If you need further assistance, contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

Authorized Personnel Login

User Name: DaveMatthews@dlgf.in.gov

Password: .....

\*After 5 failed attempts, account will be locked

Log In

Click

[Forgot your password?](#)



All cities, towns, and counties must complete this section of TIF Management. Answering these questions determines what data your unit of government needs to submit in TIF Management. The first page you should see after successfully logging into Gateway is the “Select Application” page. From here, you will click the “TIF Management” application icon located in the center of the page.

Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include **DLGF** (Department of Local Government Finance), **SBOA** (State Board of Accounts), **IIEERB** (Indiana Education Employment Relations Board) and **IGC** (Indiana Gaming Commission).

### Select Application

Budgets	Debt Management	ECA Risk Report
SB 131 Reporting for SWMDs	TIF Management	Financial
Property Files Upload	Redevelopment	100R
Other Post-Employment Benefits	Economic Development Reporting	E-1 Entity Annual Report
Public Transit Upload	Assessor Reports	Collective Bargaining Reporting
Data Entry for CNAV and Form 22	Local Development Agreement	CBR Contract Upload
		Bargaining Status Form: Pre-Impasse

Clicking this icon will take you to the “Select Unit” page. Click on your unit of government to proceed. If your unit doesn’t appear on this page, please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

Select Unit

### Select Unit from List

2016 ▾

Click a link below to select your unit.

Unit Code	Unit Name	Unit Type	Unit County
0000	<a href="#">BOONE COUNTY</a>	Editor	Boone



## Step 1a: Customize Redevelopment Commission

You should now be on the “Unit Main Menu.” From here, you can access all the steps in TIF Management. This user guide will teach you how to complete this TIF reporting requirement in sequential order, but the “Unit Main Menu” is useful for navigating to a particular section quickly. To begin, click “Step 1a: Customize Redevelopment Commission.”

Select Unit > Unit Main Menu

### Unit Main Menu - BOONE COUNTY

Select the options below to customize your unit's TIFs, funds, expense, revenue, outstanding obligations, and parcels.

- [Click here for resources regarding TIF Management.](#)

#### TIF Management Functions

-  **Step 1a: Customize Redevelopment Commission**  
Verify Redevelopment commission and enter commission name.
-  **Step 1b: Manage TIF Districts**  
Manage TIF Districts.
-  **Step 2: Manage TIF Funds**  
Report the expenses, revenues, and fund balances.
-  **NEW Step 3: Redevelopment Commission Report**  
Report commissioner, employee, and disbursement information.
-  **Step 4: Link Debts to TIF**  
Report which obligations are supported by TIF districts.
-  **Step 5: Report Debt Payments made in 2015**  
Report amount paid on outstanding obligations.
-  **Step 6: Parcel Management**  
Upload, view, and manage parcel files for each TIF district.
-  **Final Step: Submission**  
Manage the TIF submission status for this unit.

If your city, town, or county **does not** have a redevelopment commission and you are not a special unit:

Completing TIF Management is very easy. Simply answer “No” to both of the questions on the screen, and then click the “Save” button.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Manage TIF Districts > Manage TIF Funds > Redevelopment Commission Report > Link Debts to TIF > Report Payments made in 2015 > Parcel Upload > Submission

### Configure Unit

Does this unit have a Redevelopment Commission?

Yes

No

Redevelopment Commission Name:

---

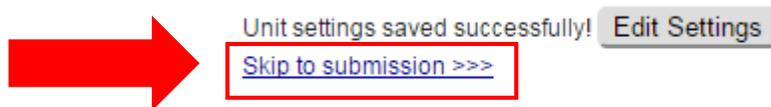
Does this unit have a Redevelopment Authority?

Yes

No

Redevelopment Authority Name:

After clicking the “Save” button, click the blue “Skip to submission>>>” hyperlink to skip to the Submission page (See page 11 of this User Guide).



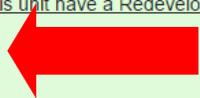
If your city, town, or county has a redevelopment commission with no TIF districts and does not have a Redevelopment Authority:

Completing Gateway TIF Management is easy. Simply answer "Yes" to the first question, enter the name of your redevelopment commission, answer "No" to the second and third questions, and then click the "Save" button.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Manage TIF Districts > Manage TIF Funds > Redevelopment Commission Report > Link Debts to TIF > Report Payments made in 2015 > Parcel Upload > Submission

**Configure Unit**

Does this unit have a Redevelopment Commission?

Yes 

No

Redevelopment Commission Name:

---

Does this unit have a Redevelopment Authority?

Yes

No 

Redevelopment Authority Name:

---

Does this unit have any TIF districts?

Yes

No 

After clicking the "Save" button, click the blue "Skip to redevelopment commission report>>>" hyperlink to skip to the Redevelopment Commission Report page.



Note: You will skip Step 1b: Manage TIF Districts – Step 6: Parcel Management.



If your city, town, or county *has* a redevelopment commission *with* TIF district(s), and has a Redevelopment Authority:

Answer “Yes” to the first and second questions, and enter the applicable name. Next, answer “Yes” to the third question. Then, click the gray “Save” button.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Manage TIF Districts](#) > [Manage TIF Funds](#) > [Redevelopment Commission Report](#) > [Link Debts to TIF](#) > [Report Payments made in 2015](#) > [Parcel Upload](#) > [Submission](#)

### Configure Unit

Does this unit have a Redevelopment Commission?

Yes  
 No

Redevelopment Commission Name:

Does this unit have a Redevelopment Authority?

Yes  
 No

Redevelopment Authority Name:

Does this unit have any TIF districts?

Yes  
 No

Click the blue “Next Step >>>” hyperlink to proceed to Step 1b: Manage TIF Districts. Click “Edit Settings” if you would like to change any of your responses.

Unit settings saved successfully!



## Step 1b: Manage TIF Districts

Gateway TIF Management will then ask you to enter the name, code, revenue, and expenses of each TIF district established by your redevelopment commission. Note: The TIF code is a six-character code assigned by the *county auditor*. The format of the TIF code is the letter “T” + the two-digit county code + a three-digit unique number. If you are a city or town redevelopment commission but do not have this code, please contact the county auditor’s office to receive this information.

To complete this section, type the name, TIF code, revenue, and expenses for a TIF district into the text boxes and click the “Create and Save TIF” link on the right side of the row.

Please Enter Information Below

Name: <input type="text" value="TIF #1"/>	Code: <input type="text" value="T95001"/>	Revenue: <input type="text" value="10000"/>	Expenses: <input type="text" value="1000"/>	<a href="#">Create and Save TIF</a>
---	---	---	---	-------------------------------------

Clicking this button posts the TIF district to Gateway TIF Management. Once posted, a TIF district can be edited or deleted by clicking the “Delete” or “Edit” links on the right-side of the row.

TIF District	TIF Code	Revenue	Expense
TIF #1	T95003	10000.00	1000.00
<a href="#">Delete</a> <a href="#">Edit</a>			

Name: <input type="text"/>	Code: <input type="text"/>	Revenue: <input type="text"/>	Expenses: <input type="text"/>
----------------------------	----------------------------	-------------------------------	--------------------------------

Repeat this process of posting TIF districts until all districts are posted to Gateway TIF Management. When finished, click the “Next Step” button in the lower-left corner of the screen.

TIF District	TIF Code 	Revenue	Expense	
TIF #1	T95003	10000.00	1000.00	<a href="#">Delete</a> <a href="#">Edit</a>
TIF #2	T95004	10000.00	1000.00	<a href="#">Delete</a> <a href="#">Edit</a>
Name: <input type="text"/> Code: <input type="text"/> Revenue: <input type="text"/> Expenses: <input type="text"/>				<a href="#">Create and Save TIF</a>
<input type="button" value="Next Step"/> 				

## Step 2: Manage TIF Funds

This section of Gateway TIF Management requires you to provide the Department with the Fund/Account Name and the Fund Balance paid for each TIF district in the previous year. In addition, each fund of the TIF district needs to be added in Gateway TIF Management along with the fund balances as of December 31 of the previous year.

First, enter a fund name and the December 31 fund balance in the text boxes, and then click the “Add Fund” link.

TIF District: TIF #1 ▾

Please Enter Information Below

Fund/Account Name: 
 Fund Balance:

Clicking this link posts the fund and fund balance to Gateway TIF Management. Once posted, the fund can be edited or deleted by clicking the “Delete” or Edit” links on the right side of the row.

TIF District: TIF #1 ▼

Fund/Account Name	Fund Balance	
Fund A	\$20,000.00	<a href="#">Delete</a> <a href="#">Edit</a>
Fund/Account Name: <input type="text"/>	Fund Balance: <input type="text"/>	<a href="#">Add Fund</a>

Next Step

Repeat this process until all funds and December 31 fund balances have been posted to Gateway TIF Management for the selected TIF district.

Fund	Fund Balance	
Fund A	\$20,000.00	<a href="#">Delete</a> <a href="#">Edit</a>
Fund B	\$1,500.00	<a href="#">Delete</a> <a href="#">Edit</a>
Fund Name: <input type="text"/>	Fund Balance: <input type="text"/>	<a href="#">Add Fund</a>

Remember to complete this section for all TIF districts by changing the selected TIF district in the drop-down menu at the top of the screen.

When all funds and fund balances for all TIF districts have been posted to Gateway TIF Management, click the “Next Step” button in the lower-left corner of the screen.

TIF District: TIF #1 ▼

Fund/Account Name	Fund Balance	
Fund A	\$20,000.00	<a href="#">Delete</a> <a href="#">Edit</a>
Fund/Account Name: <input type="text"/>	Fund Balance: <input type="text"/>	<a href="#">Add Fund</a>

Next Step



## Step 3: Redevelopment Commission Report

Enter the names and information of the qualified and acting commissioners of the Redevelopment Commission. Then, click the “Insert” button to add additional names to the list. Note: Must include a minimum of three (3) names.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Manage TIF Districts](#) > [Manage TIF Funds](#) > **Redevelopment Commission Report** > [Link Debts to TIF](#) > [Report Payments made in 2015](#) > [Parcel Upload](#) > [Submission](#)

### Municipal Redevelopment Commission Report

Personnel Information:

Commissioners:

Active Commissioners:

Commissioners Removed in prior year:

Please enter the names of the *qualified and acting commissioners* of the Redevelopment Commission.

Add a Commissioner Record

First Name	Last Name	Officer Title	Active at beginning of year	Active at end of year
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="President"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>

Active Start Date:

Active End Date:





If you answered “No” to either “Active at beginning of year” or “Active at end of year”, please select the applicable start date or end date from the calendar.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Manage TIF Districts](#) > [Manage TIF Funds](#) > [Redevelopment Commission Report](#) > [Link Debts to TIF](#) > [Report Payments made in 2015](#) > [Parcel Upload](#) > [Submission](#)

## Municipal Redevelopment Commission Report

Personnel Information:

Commissioners:

Active Commissioners:

Commissioners Removed in prior year:

Please enter the names of the *qualified and acting commissioners* of the Redevelopment Commission.

Add a Commissioner Record

First Name	Last Name	Officer Title		
<input type="text"/>	<input type="text"/>	None ▾	Active at beginning of year	Active at end of year
			No ▾	No ▾

Active Start Date	Active End Date																																																																																																																
<input type="text" value="1/22/2016"/> V	<input type="text"/>																																																																																																																
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Clear Input Insert



## Employees

Next, enter the names of regular employees and their fixed salaries or compensation. Click the “Add Employee” button to add additional employees to the list.

Employees:

Please enter the names of regular employees and their fixed salaries or compensation.

First Name	Last Name	Amount	Salary/Compensation
<input type="text" value="Butch"/>	<input type="text" value="Taylor"/>	<input type="text" value="\$ 30000"/>	<input type="text" value="Salary"/>

Total Number of Regular Employees:0

Once you have completed this, click the gray “Go to Part 2: Finances Section” button.



**Municipal Redevelopment Commission Report: Finance Information Expenditures:**

Please enter the amount of expenditures made during the preceding year and their general purpose. Select the appropriate category from the dropdown under “Expenditure Category” and “Sub-Category.” Then, enter a description of the expenditure. Finally, enter in the amount of the expenditure in the “Amount” field.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Manage TIF Districts](#) > [Manage TIF Funds](#) > [Redevelopment Commission Report](#) > [Link Debts to TIF](#) > [Report Payments made in 2015](#) > [Parcel Upload](#) > [Submission](#)

**Municipal Redevelopment Commission Report**

Finance Information:

Expenditures:

Amount of Expenditures made during the preceding year and their general purpose.

Delete	Expenditure Category	Sub-Category	Expenditure Code	Description
<input type="checkbox"/>	Personal Services	Salaries and Wages	D101	<input type="text"/>

Amount

\$



Click the gray “Add Expenditure” button to add the expenditure.

### Tax Increment Revenues

Please select the appropriate District and Fund from the dropdowns. Then, enter the “Entity” and “General Purpose”. Finally, enter in the amount of the Tax Increment Revenue in the “Amount” field.

Tax Increment Revenues:

Tax increment revenues expended by any entity receiving the tax increment revenues as a grant or loan from the commission.

Delete	District	Funds	Entity
<input type="button" value="X"/>	T95003 ▾	Fund A ▾	<input type="text"/>
	General Purpose	Amount	
	<input type="text"/>	\$ <input type="text"/>	

### Final Note & Submission

In the space provided, please enter any other information necessary to disclose the activities of the commissioners and the results obtained. Next, click the gray “Save” button.

[Back to “Unit Main Menu” page.](#)

After you click “Save,” in the breadcrumbs at the top of the page, click “Unit Main Menu.”

## Step 4: Link Debts to TIF Districts

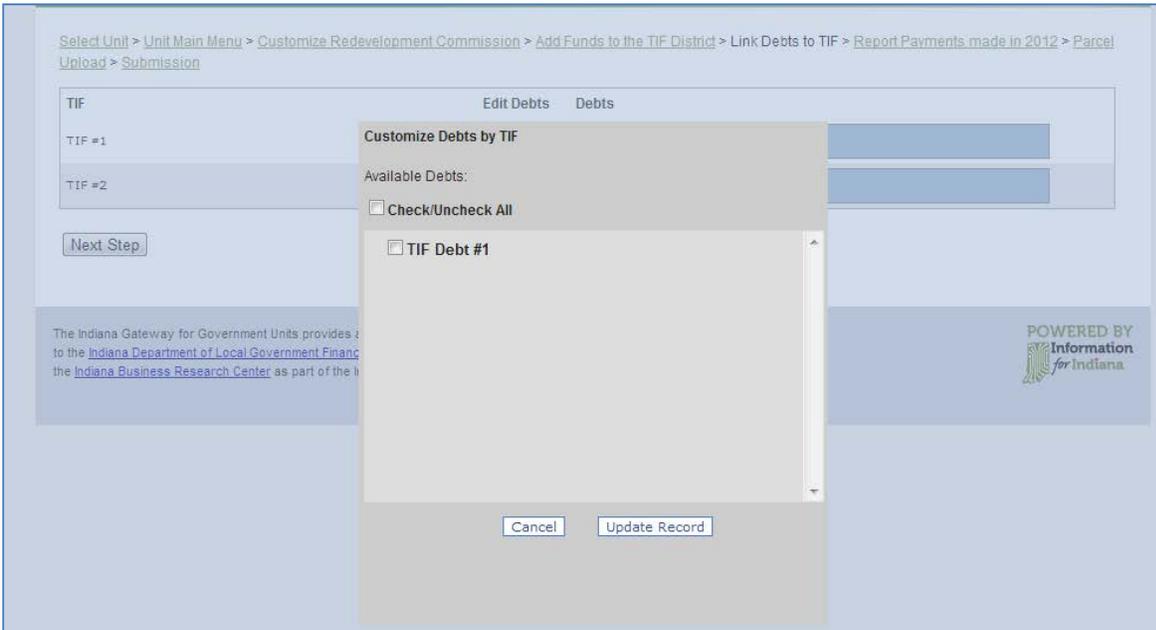
In this section of Gateway TIF Management, debts reported in Gateway Debt Management under the city, town, or county must be linked to the TIF district repaying the debt. All debt backed by tax increment revenue (TIF) must be reported and submitted in Gateway Debt Management under the establishing unit before this step can be completed.

If your TIF districts are not repaying any debts, you can select the “No debt associated with this district” option.

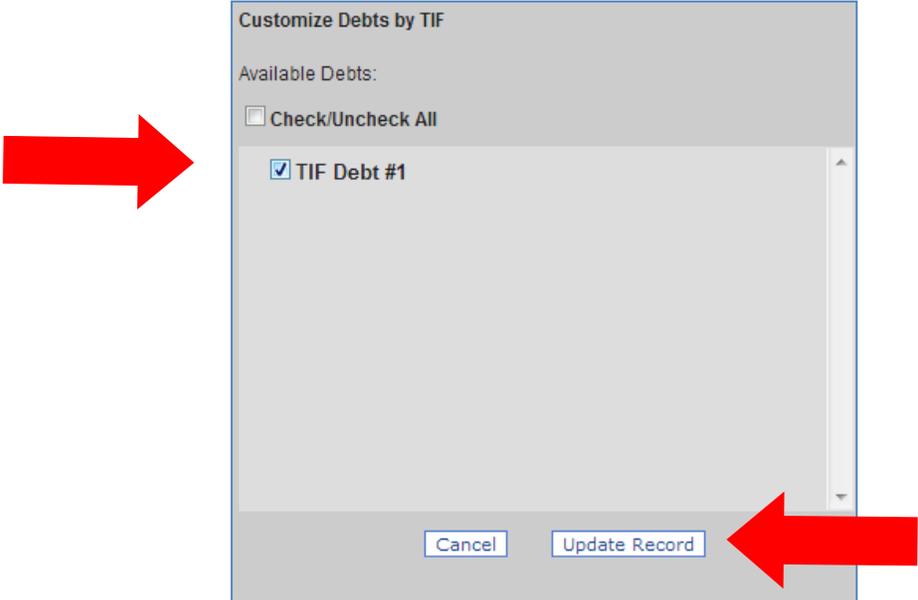
To begin, click the pencil-and-paper “Edit” icon for the first TIF district.



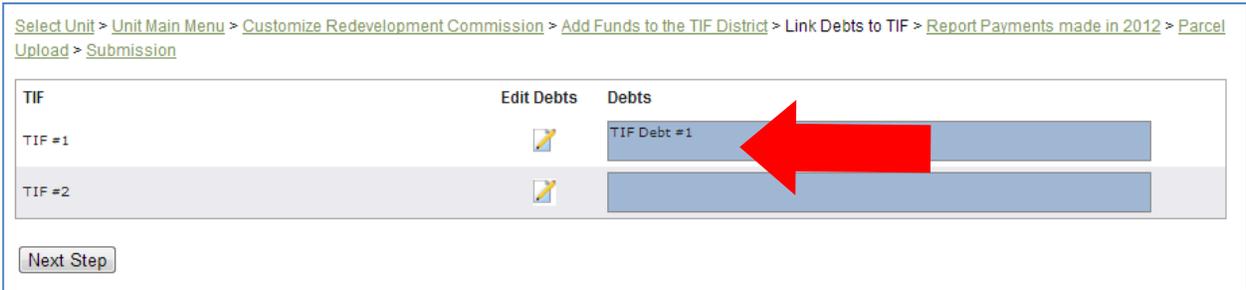
By clicking this icon, a pop-up appears. Here you will see a list of all submitted debt reports in Gateway Debt Management under the city, town, or county.



Check the box next to each debt that is being repaid from this TIF district. Click the “Update Record” button to save your selections.



Clicking this button closes the pop-up window and returns you to Step 4. The linked debts will now appear in the “Debts” column of this page.



If a single debt is being repaid from multiple TIF districts, simply connect the debt to each of the TIF districts.



Once debts have been correctly linked to all TIF districts, click the “Next Step” button in the lower-left corner of the screen.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF	Edit Debts	Debts
TIF #1		TIF Debt #1
TIF #2		TIF Debt #1

Next Step

## Step 5: Report Debt Payments Made in 2015

In this section of Gateway TIF Management, you will report the amount paid on outstanding debt in the previous year.

If your TIF districts are not repaying any debts, you can skip this section by clicking the “Next Step” button in the lower-left corner of the screen.

**For debts being repaid from a single TIF district:**

To begin, click on the name of one of the debts linked to your TIF district.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt
<a href="#">TIF Debt #1</a>			

Next Step

Clicking on the name of the debt pulls the full amortization schedule from Gateway Debt Management.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

**TIF Debt #1**

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in 2012
1/1/2013	\$102,000.00			\$102,000.00	<input type="checkbox"/>
1/1/2014	\$102,000.00			\$102,000.00	<input type="checkbox"/>

Save  
Next Step



Check the boxes on the far-right column to indicate that a payment was made in the previous year. Once the boxes are checked, click the “Save” button on the lower-left corner of the screen.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

**TIF Debt #1**

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in 2012
1/1/2013	\$102,000.00			\$102,000.00	<input checked="" type="checkbox"/>
1/1/2014	\$102,000.00			\$102,000.00	<input type="checkbox"/>

Save  
Next Step




Clicking the “Save” button returns you to Step 4. Repeat this step for all debts linked to the selected TIF district.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt
<a href="#">TIF Debt #1</a>	<input type="checkbox"/>	\$204,000.00	\$102,000.00

Next Step

**For debts being repaid from multiple TIF districts:**

To begin, click on the name of one of the debts linked to your TIF district.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt
<a href="#">TIF Debt #1</a>			

Next Step

Clicking on the name of the debt pulls the full amortization schedule from Gateway Debt Management.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

**TIF Debt #1**

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in 2012
1/1/2013	\$102,000.00			\$102,000.00	<input type="checkbox"/>
1/1/2014	\$102,000.00			\$102,000.00	<input type="checkbox"/>

Save

Next Step

Check the boxes on the far-right column to indicate that a payment was made in the previous year. Once the boxes are checked, click the “Save” button on the lower-left corner of the screen.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

**TIF Debt #1**

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in 2012
1/1/2013	\$102,000.00			\$102,000.00	<input checked="" type="checkbox"/>
1/1/2014	\$102,000.00			\$102,000.00	<input type="checkbox"/>

Save

Next Step

Clicking the “Save” button returns you to Step 4. Repeat this step for all debts linked to the selected TIF district.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt
<a href="#">TIF Debt #1</a>	<input type="checkbox"/>	\$204,000.00	\$102,000.00

Next Step

If a debt is being repaid from more than one TIF district, check the “Split Debt” box. An “Edit” link now appears on the right-side of the row.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
<a href="#">TIF Debt #1</a>	<input checked="" type="checkbox"/>	\$204,000.00	\$102,000.00	<a href="#">Edit</a>

Next Step



Clicking the “Edit” link makes the “Amount Paid on Outstanding Debt” an editable field. Enter the portion of the debt obligations paid by the selected TIF district. Click the “Save” button to save the amount.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
<a href="#">TIF Debt #1</a>	<input checked="" type="checkbox"/>	\$204,000.00	<input type="text" value="70000"/>	<a href="#">Save</a> <a href="#">Cancel</a>

Next Step



Clicking this button returns you to Step 4.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
<a href="#">TIF Debt #1</a>	<input checked="" type="checkbox"/>	\$204,000.00	\$70,000.00	<a href="#">Edit</a>

Now, navigate to the other TIF district that is repaying this debt.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #2 - T95002



Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
<a href="#">TIF Debt #1</a>	<input checked="" type="checkbox"/>	\$204,000.00	\$70,000.00	<a href="#">Edit</a>

Click on the name of the debt to pull the amortization from Gateway Debt Management.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #2 - T95002

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
<a href="#">TIF Debt #1</a>	<input checked="" type="checkbox"/>			



Check the boxes indicating the payments made in the previous year, and then click the “Save” button.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #2 - T95002

**TIF Debt #1**

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in 2012
1/1/2013	\$102,000.00			\$102,000.00	<input type="checkbox"/>
1/1/2014	\$102,000.00			\$102,000.00	<input type="checkbox"/>

Save Next Step

Check the “Split Debt” box, and then click the “Edit” link.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #2 - T95002

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	<input checked="" type="checkbox"/>	\$204,000.00	\$102,000.00	<a href="#">Edit</a>

Next Step

Edit the “Amount Paid on Outstanding Debt” to reflect the amount paid by the selected TIF district, and then click the “Save” link.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #2 - T95002

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	<input checked="" type="checkbox"/>	\$204,000.00	<input type="text" value="32000"/>	<a href="#">Save</a> <a href="#">Cancel</a>

Next Step

When finished with this section, click the “Next Step” button in the lower-left corner.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

TIF #2 - T95002

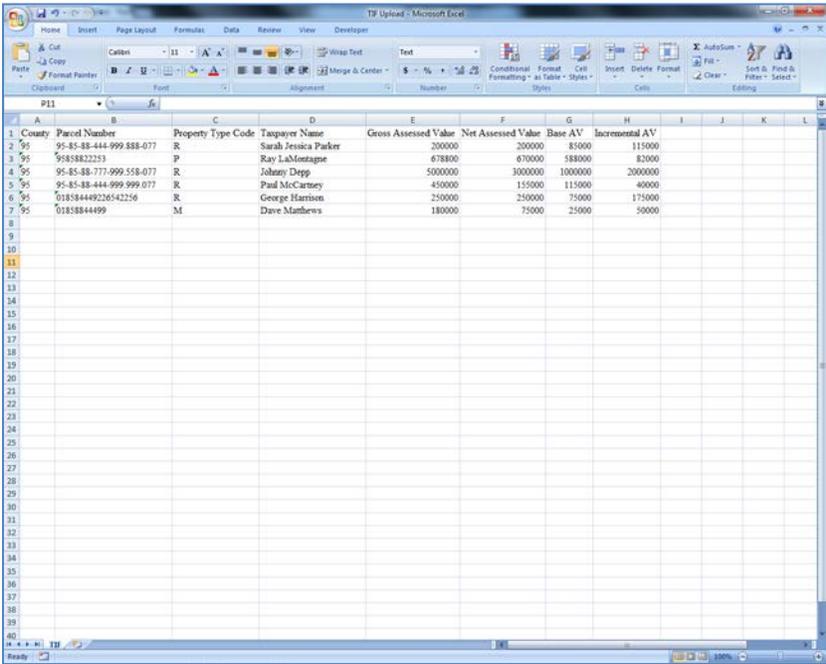
Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	<input checked="" type="checkbox"/>	\$204,000.00	\$32,000.00	<a href="#">Edit</a>

Next Step 

## Step 6: Parcel Management

This section of Gateway TIF Management requires you to provide certain information on each parcel located within your TIF districts. This data is entered in Gateway through an upload process. An Excel file template is available at [http://www.in.gov/dlgf/files/TIF\\_File\\_Template\\_\(2\).xlsx](http://www.in.gov/dlgf/files/TIF_File_Template_(2).xlsx). Full upload specifications are available at [http://www.in.gov/dlgf/files/TIF\\_file\\_specs.pdf](http://www.in.gov/dlgf/files/TIF_file_specs.pdf).

When producing the upload file, please do not change the name of the worksheet or column headers. Gateway looks for specific names in order to properly handle the upload. Likewise, please do not change the file format of the Excel template.



County	Parcel Number	Property Type Code	Taxpayer Name	Gross Assessed Value	Net Assessed Value	Base AV	Incremental AV
95	95-85-88-444-999-888-077	R	Sarah Jessica Parker	200000	200000	85000	115000
95	9588822253	P	Ray LaMontagne	678800	670000	588000	82000
95	95-85-88-777-999-558-077	R	Johnny Depp	5000000	3000000	1000000	2000000
95	95-85-88-444-999-999-077	R	Paul McCartney	450000	450000	115000	40000
95	01858449226542256	R	George Harrison	250000	250000	75000	175000
95	0185884499	M	Dave Matthews	180000	180000	25000	50000



Each TIF district requires a separate upload file. The first step is locating the upload file on your computer. Click the “Choose File” button.

## Parcel File Upload

\*\*\*USE OF THE BROWSER'S 'BACK' BUTTON MAY CAUSE ERRATIC BEHAVIOR IN THE APPLICATION\*\*\*

[Click to download the Excel template and other resources regarding TIF Management](#)

[View Parcels](#) | **File Upload** | [View Parcel Files](#)

Selected TIF District: TIF #1

Existing records for this district: 0. [Delete Existing](#)

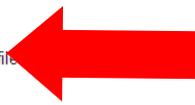
[Start Over](#)

### Parcel File Upload & Process

Step 1: Select a File: [Choose File](#) No file

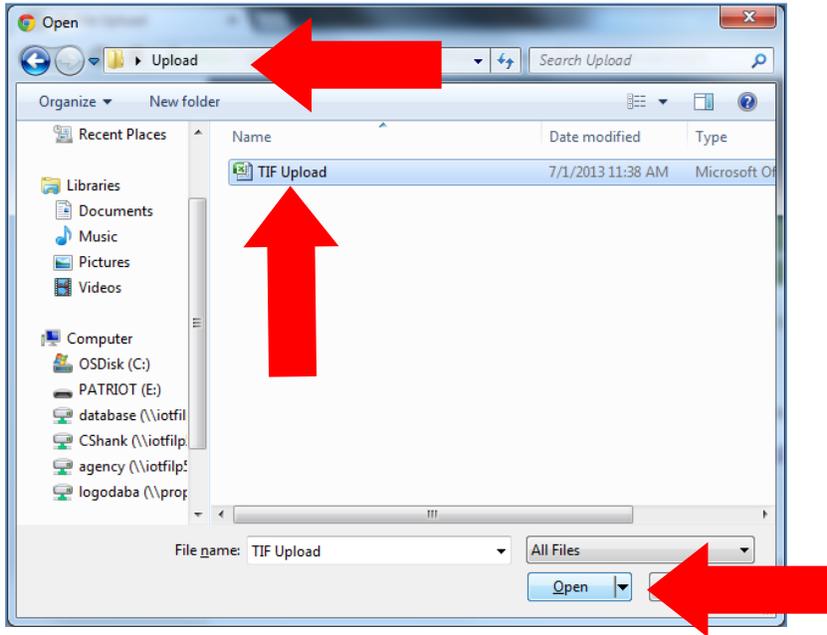
Step 2: [Validate File](#)

Step 3: [Insert Processed Records](#)





Once this button is clicked, an “Open” window will appear on your screen. Use the navigation bar to move to the location of your upload file on your computer. Once you locate the TIF upload file, select the file and then click the “Open” button.



Clicking this button will close the “Open” window and return you to Step 5. You should now see the name of your upload file display on your screen just to the left of the “Choose File” button.

The next step consists of validating the file to ensure that the data is entered in the correct format. Gateway TIF Management will let you know if the data in the upload file cannot be processed. Click “Validate File” to perform the validation.



If issues are discovered during validation, Gateway TIF Management will provide feedback on the problems under the “Data” subsection on the page. Click the “Start Over” button, make the requested changes to the upload file, and then repeat the upload process described above.

Selected TIF District:

Existing records for this district: 0.

←

Update Finished.

If Gateway TIF Management discovers no issues, you can proceed to the final step in the upload process by clicking the “Insert Processed Records” button.

**Parcel File Upload & Process**

Step 1: Select a File:  No file chosen

Step 2:

Step 3:  ←

**Data**

Number of rows in input file: 6

The file contains no errors and is ready to commit! ←

If you realize you made a mistake after posting the uploaded data to Gateway TIF Management, you can delete the records by clicking the red “Delete Existing” button.

Selected TIF District:  ←

Existing records for this district: 6.  ←

Update Finished.

Once the records are deleted, click the blue “Start Over” button. Make corrections to the upload file and follow the above steps to validate and load your upload file again.

Selected TIF District:

Existing records for this district: 0.



Update Finished.

To examine the records uploaded to Gateway TIF Management, click the “View Parcels” link.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

### Parcels

\*\*\*USE OF THE BROWSER'S 'BACK' BUTTON MAY CAUSE ERRATIC BEHAVIOR IN THE APPLICATION\*\*\*

[Click to download the Excel template and other resources regarding TIF Management](#)

| [File Upload](#) | [View Parcel Files](#)


Selected TIF District:

tif_id	year	CNTY	parcel_number_original	parcel_number	PTC	taxpayer_name	gross_av	net_av	base_av	inc_av
T95001	2013	92	95-85-88-444-999.888-077	958588444999888077	R	Sarah Jessica Parker	200000.00	200000.00	85000.00	115000.00
T95001	2013	92	95858822253	95858822253	P	Ray LaMontagne	678800.00	670000.00	588000.00	82000.00
T95001	2013	92	95-85-88-777-999.558-077	958588777999558077	R	Johnny Depp	5000000.00	3000000.00	1000000.00	2000000.00
T95001	2013	92	95-85-88-444-999.999.077	958588444999999077	R	Paul McCartney	450000.00	155000.00	115000.00	40000.00
T95001	2013	92	018584449226542256	018584449226542256	R	George Harrison	250000.00	250000.00	75000.00	175000.00
T95001	2013	92	01858844499	01858844499	M	Dave Matthews	180000.00	75000.00	25000.00	50000.00



To see a historical record of the files uploaded to TIF Management, click the “View Parcel Files” link.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

### Parcel Files

\*\*\*USE OF THE BROWSER'S 'BACK' BUTTON MAY CAUSE ERRATIC BEHAVIOR IN THE APPLICATION\*\*\*

[Click to download the Excel template and other resources regarding TIF Management](#)

[View Parcels](#) | [File Upload](#) | **View Parcel Files** 

Selected TIF District:

File	Upload Date
<a href="#">TIF Upload</a>	7/12/2013 2:16:20 PM
<a href="#">TIF Upload</a>	7/12/2013 2:18:45 PM
<a href="#">TIF Upload</a>	7/12/2013 2:20:05 PM
<a href="#">TIF Upload</a>	7/12/2013 2:21:12 PM
<a href="#">TIF Upload</a>	7/12/2013 2:28:17 PM

Remember to upload a file for each TIF district. Make certain to select the correct TIF district from the drop-down menu. Once this upload process is completed for each TIF district, you can click the “Unit Main Menu” link at the top of the page to prepare for submission of the report.



## Final Step: Submission

From the “Unit Main Menu,” you have an opportunity to review the previously completed steps. It is recommended that you do this review before submitting your report in Gateway TIF Management.

When you are ready to submit your report in Gateway TIF Management, click the “Final Step: Submission” task on the “Unit Main Menu.”

Select Unit > Unit Main Menu

### Unit Main Menu - BOONE COUNTY

Select the options below to customize your unit's TIFs, funds, expense, revenue, outstanding obligations, and parcels.

- [Click here for resources regarding TIF Management.](#)

#### TIF Management Functions

- Step 1a: Customize Redevelopment Commission**  
Verify Redevelopment commission and enter commission name.
- Step 1b: Manage TIF Districts**  
Manage TIF Districts.
- Step 2: Manage TIF Funds**  
Report the expenses, revenues, and fund balances.
- NEW Step 3: Redevelopment Commission Report**  
Report commissioner, employee, and disbursement information.
- Step 4: Link Debts to TIF**  
Report which obligations are supported by TIF districts.
- Step 5: Report Debt Payments made in 2015**  
Report amount paid on outstanding obligations.
- Step 6: Parcel Management**  
Upload, view, and manage parcel files for each TIF district.
- Final Step: Submission**   
Manage the TIF submission status for this unit.

In this final section, you will sign the report by entering your name, title, and four-digit personal identification number (PIN). If you cannot remember your PIN, please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

Once this information is entered, click the green “Sign and Submit Form” button.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

### TIF Submission - DLGF City 6

**Form Signature**

NAME  
Colby Shank

TITLE  
Program Coordinator

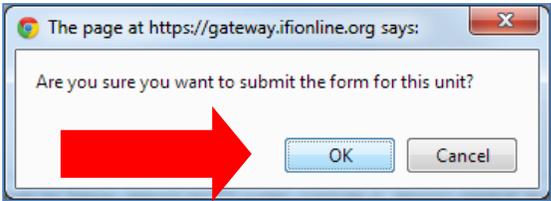
SIGNATURE/PIN  
\*\*\*\*

DATE

**SIGN AND SUBMIT FORM**

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

In order to prevent accidental submissions, a pop-up box will appear. Click “OK” to submit the form, or “Cancel” to return to the “Submission” page.





## Unlocking the TIF Management Report

Gateway TIF Management has been designed to allow users to unlock their TIF report submissions without Department assistance. If you discover that you made a mistake or omitted data in TIF Management after submitting, click the red “Click here to unlock the form” button.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

### TIF Submission - DLGF City 6

This form has been submitted.

**Click here to unlock the form** ←

Submitted at 07-12-2013 09:05

**Form Signature**

NAME  
Colby Shank

TITLE  
Program Coordinator

SIGNATURE/PIN

DATE  
7/12/2013 9:05:47 AM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Another pop-up box will appear. Click “OK” to unlock your TIF report. Click “Cancel” to leave the report submitted.

