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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** County Auditors and Software Vendors  
**FROM:** Geoffrey Kuester, Director of Data Analysis  
**SUBJECT:** Form 22 data submission procedures  
**DATE:** December 22, 2015

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 2015 distributions. Data submission will be a twofold process for December 2015 distributions:

- 1) County auditors will submit Form 22 data to the Department as they traditionally have.
- 2) County auditors are encouraged to enter distribution data through the Data Entry for CNAV and Form 22 (“DECAF”) application, which will be used for testing purposes for this distribution cycle.

## **Traditional Form 22 Data Submission**

County auditors will submit Form 22 data for general property tax, license excise, commercial vehicle excise (“CVET”), and financial institution tax (“FIT”) distributions as they historically have. 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](mailto:Data@dlgf.in.gov) and to their budget field representative. If they prefer to do so, counties may continue to print their Form 22 submission files and mail hard copies to the Department. The office’s address may be found in this memorandum’s heading.

For December 2015 distributions, the traditional Form 22 will constitute the county’s official distribution data submission. The Department requests that traditional Form 22s be submitted no later than February 1, 2016.

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

## **Gateway DECAF Form 22 Data Submission**

In June 2015, the Department launched the DECAF application. DECAF contains two components: Certified Net Assessed Value data (“CNAV”) 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. As of the release of this memorandum, all 92 counties have successfully used DECAF to submit CNAV data.

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

Similar to the DECAF's CNAV component, the Department anticipates that most counties will elect to upload Form 22 data exported from their tax & billing systems. The Department has been working with tax & billing vendors, both during Phase I testing and over the last few months, to verify that data may be exported in a way that will upload to DECAF.

At this point, most county auditors will be able to export general property and license excise distribution data to upload through 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 most counties. The Department is not launching the TIF distribution portion of the Form 22 component at this juncture, but will 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 December 2015 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>. As county auditors and their staff use the DECAF tool, the Department encourages users to send feedback on their experience to [Gateway@dlgf.in.gov](mailto:Gateway@dlgf.in.gov).

Questions may be directed to any of the following:

- Gateway support team (317) 232-4480 [Gateway@dlgf.in.gov](mailto:Gateway@dlgf.in.gov)
- Director of Data Analysis Geoffrey Kuester (317) 233-8347 [GKuester@dlgf.in.gov](mailto:GKuester@dlgf.in.gov)