
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors, Auditors, and Vendors
FROM: Geoff Kuester, Director of Data Analysis
SUBJECT: 2016 Data Submission Calendar
DATE: January 5, 2016

On-time property tax bills are a top priority for the Department of Local Government Finance (“Department”) for 2016 and 2017.

To achieve this objective, it is necessary for all involved in the assessment and property tax billing processes to understand that there are sequential deadlines for completing statutory responsibilities. Attached are key deadlines for calendar year 2016. The deadlines below have been adjusted to reflect the last possible day on which or by which a particular task must be performed. Failure to meet these deadlines may jeopardize on-time tax billing.

If you have any questions about the data submission calendar, please contact Geoff Kuester, Director of Data Analysis, at GKuester@dlgf.in.gov, or the Data Compliance team at Data@dlgf.in.gov.

PLEASE NOTE: This memorandum is simply intended to be informative and does not take the place of Indiana law. In the event any part of this memorandum conflicts with Indiana law, Indiana law governs. The Department and all local units of government are bound to the law.

2016 Data Submission Dates

Dates may change by action of the 2016 General Assembly.

- February 1 Deadline for submission of assessors' sales disclosure data (SALEDISC, SALECONTAC, SALEPARCEL) for calendar year 2015 sales (affects 2016-pay-2017 tax year). IC 6-1.1-5.5-3; 50 IAC 27-9-1(a).
- March 1 Deadline for submission of assessors' annually assessed mobile home file (MOBILE, APPEALMH) for calendar year 2016 (affects 2016-pay-2016 tax year). 50 IAC 26-20-6(b), (c).
- March 15 Deadline for submission of auditors' tax billing data (TAXDATA, ADJMENTS) for 2015-pay-2016 taxes. IC 36-2-9-20.
- August 31 Deadline for submission of assessors' real property data (PARCEL, LAND, IMPROVE, DWELLING, BUILDING, BLDDTL, APPEAL) for the 2016-pay-2017 tax year. IC 6-1.1-4-25(b); 50 IAC 27-9-1(b).

Deadline for submission of assessors' oil & gas assessment data for those counties where applicable (OILGAS, OILGASALL) for the 2016-pay-2017 tax year. IC 6-1.1-4-25(b); 50 IAC 27-9-1(b).

Deadline for submission of assessors' personal property data (PERSPROP, POOLDATA, APPEALPP) for the 2016-pay-2017 tax year. IC 6-1.1-4-25(b); 50 IAC 27-9-1(b).