TO: County Auditors

FROM: Jane Cope, Settlement Specialist

DATE: October 28, 2024

SUBJECT: Fall Settlement Forms, Submission, Review

Fall settlement remittances are due to the Office of State Comptroller by Tuesday, December 31. When preparing for settlement, you will need to read the following guidance for the review and submission process.

**Forms and Submission:** The State Comptroller has released the 2024 fall settlement forms, which can be found on the website [here](https://www.in.gov/comptroller/departments/settlement-forms/).

* As a reminder, the State Comptroller FTP site will no longer be used in the settlement process.
* Once all forms are completed, they will need to be submitted to the Office of the State Comptroller by email at localgovernment@comptroller.in.gov.

**Review and Preapproval:** The review of your settlement by the Comptroller’s Office is designed around the settlement checklist. Offices are strongly encouraged to complete the checklist and make any necessary corrections prior to submitting the forms for review. Once all settlement forms have been emailed to the Comptroller’s Office at localgovernment@comptroller.in.gov, you will receive an email notification within one business day stating your settlement has been received.mailto:

The Comptroller’s Office may contact you during review for clarification and questions regarding your settlement.

* Once the review is complete, the office will send a pre-approval email for your settlement.
* Once pre-approved, you may distribute settlement funds to all taxing units within your county. You do not have to wait for final approval to distribute settlement funds.

**Final Approval:** In addition to the local distribution of taxes collected, there are several remittances that must be made to the State via the Comptroller’s Office to complete the settlement cycle. To receive final approval of settlement, the following remittances must be provided:

* Excise Tax due to the State as reported on the Excise Allocation Worksheet.
* Section C: Fines and Fees reported on the Settlement Form 105.
* Fines and Forfeitures are due November 1.
* Judges' Supplemental Payments are due November 1.

The State portion of Excise and Section C amounts must be remitted before December 31, 2024. The Comptroller’s Office is at your service if you have any questions, please call Jane Cope at 317-233-1712 or email localgovernment@comptroller.in.gov.