

Comptroller Connection

to Indiana's Local Government Leaders

MESSAGE FROM THE STATE COMPTROLLER

Greetings! It is a privilege to partner with you in the settlement and remittances for local government. We would like to introduce our newly created quarterly newsletter as an additional service to provide updates, reminders and resources we have available to you!

As your State Comptroller, I am grateful for the opportunity to travel to your county seats and meet with you. My goal is to be further #AtYourService by offering this additional communication on happenings within our office related to local government.

Whether you are an auditor, treasurer, clerk treasurer, councilor, mayor or commissioner, we are eager to support your essential work in local government.

At your service,
State Comptroller Elise Nieshalla

SETTLEMENT PROCESS

Property Tax Settlement is a semi-annual process the State Comptroller works with the county auditor to perform. Settlement is **due December 31** and takes most counties several weeks to finish. There are three steps that counties work through before Settlement is complete:

1. **Submission of forms:** Our office will send forms and worksheets to your county auditor in mid-October. Auditor offices will be able to begin processing in November and have until December 31 to obtain final approval.
2. **Pre-Approval:** Once forms are submitted, you will receive an email from the Comptroller's Office. We will review your submission, and if there are issues, we will reach out to clarify the issue and ask for resubmittal. Once forms have been reviewed and approved, you will be issued pre-approval and the Comptroller's Office will send County Form 105 for e-signature. At that point, the county has permission to begin distribution of dollars to local subdivisions and the state.
3. **Final Approval:** Once the state receives four remits (The State portion of the Excise Tax, Section C Fines and Fees, Fines and Forfeitures, and Judges Supplemental -- if applicable) as well as County Form 105 E-Signature form, the Comptroller will issue a notice that Settlement is complete.

SETTLEMENT CHANGES

This year, there are some procedural changes in Settlement. Auditors should make sure to attend our session on "Settlement Procedures" at the upcoming Auditor's Conference in French Lick on October 23 where we will go over changes and procedure in detail. In addition, our office will send auditors a detailed communication explaining the process updates.

One major change we want to reiterate is that counties will not be submitting settlement documents through the FTP site, but rather by email. Our office has worked to lower the file size so that submission through email is possible. This will allow the process to be smoother and faster for auditors, which will in turn allow our office to complete our reviews and notify counties of their approval more rapidly. Stay tuned for more details! We are at your service - if you have any questions, please reach out to Janie Cope directly.

REMITTANCES

- Nov. 1: Judges Supplemental 4th Quarter (if applicable)
- Nov. 1: Common School Fund - Fines & Forfeitures

These two remittances are required to be submitted **before** final settlement approval can be given.

UPCOMING DISTRIBUTIONS

- Nov. 1: Commercial Vehicle Excise Tax (CVET)
- Nov. 30: Financial Institutions Tax (FIT)

NEW RESOURCE

- [Calendar of Distributions & Remittances](#)

OFFICE CONTACT

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