
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Auditors and Software Vendors
FROM: Jamie Bolser, Budget Division Director
RE: Form 22 Data Submission Procedures
DATE: June 12, 2024

The Department of Local Government Finance (“Department”) is issuing this memorandum to county auditors and software vendors to provide instructions for the submission of Form 22 distribution data for June distributions. Submissions through Gateway’s Data Entry for CNAV and Form 22 (“DECAF”) application constitute the county’s official submission to the Department. **Auditors are not required to mail paper copies or email Excel copies of Form 22 information to the Department. Additionally, counties are not required to send Form 22 materials to the State Board of Accounts.** County auditors are required to send Form 22’s to local units in their respective counties that receive distributions.

Ind. Code § 5-14-3.8-9 requires all counties to complete this submission no later than July 15.

DECAF submissions will include the property tax, excise tax, financial institution tax, and commercial vehicle excise tax information. If applicable, the submission will also include the examination of records fees. County auditors may upload files containing distribution data. The files may be exported from all tax and bill systems. County auditors may also elect to enter Form 22 data manually for all distribution types directly into DECAF.

A user guide for DECAF’s Form 22 application is on the [Department’s website](#).

Questions about the Gateway submission may be directed to the Department’s support team at Support@dlgf.in.gov or may be directed to your [Budget Field Representative](#).