



Visit Gateway at <https://gateway.ifionline.org/login.aspx>

Gateway User Guide

Assessor Reports
Property Tax Assessment
Board Of Appeals



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How do I get to the application screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units (“Gateway”), users will have a username and password that will allow access to the program. The username is the email address on file with the Department of Local Government Finance (“Department”). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user’s username and password. Users without a Gateway account may request Gateway access by visiting: <https://gateway.ifionline.org/requestaccess.aspx>.

Web Address (URL): <https://gateway.ifionline.org/login.aspx>

To access Gateway, open [Firefox](#) or [Google Chrome](#) and type <https://gateway.ifionline.org/login.aspx> into the browser, and then hit “Enter” on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.

Accessing the Assessor Reports application

General Information regarding Assessor Reports and its purpose.

After signing in, the user will be asked to select an application. Some of the options include the Budgets or Debt Management modules. Choose the green “Assessor Reports” option in the left column to proceed.

Each of the Gateway applications enables a local unit to submit its required forms, reports, or files to the appropriate state agency.

PTABOA Overview

Gateway Property Tax Assessment Board of Appeals (“PTABOA”) Annual Report application allows assessors to submit reports for the calendar year as required by IC 6-1.1-28-12. Please note that the report must be submitted through Gateway. The report’s contents are specified per IC 6-1.1-28-12. Assessors will provide data that identifies the number of appeals filed, the number of hearings conducted, the number of decisions issued, the number of appeals resolved through a preliminary information meeting, the appeals outstanding, and how appeals were resolved, among other items. The report must be filed annually before January 15.

Select County from List

Once “Assessor Reports” has been selected, users may select their county from the list provided.

Department of Local Government Finance - Assessors Home About Account Settings User Guides Logout

Select County

Select County All Counties

Select Subject Year: 2018 Reporting year: 2019

Unit Code	Unit Name	User Role
9000	DLGF county unit	Submit

Reporting Requirements

Once the county is selected, users will be directed to a Reporting Requirements screen. At this point, users may click the blue “PTABOA Report” button.

Select County > Reporting Requirements

Reporting Requirements

Gateway1 County

PTABOA Report

- hasn't been submitted for subject year 2018



Click the blue “New” button.

Add new screen shot

Enter the applicable information. Then, click the blue “Save” button

The PTABGA of Howard County, Indiana, reports the following for the 2022 year: (The year preceding the year in which this report is filed, referred to as the "subject year" for the purpose of this form)

(1) The total number of parcels in the county

a. Of the total above, the number of agricultural parcels in the county

b. Of the total above, the number of residential parcels in the county

c. Of the total above, the number of commercial parcels in the county

d. Of the total above, the number of industrial parcels in the county

e. Of the total above, the number of utility parcels in the county

f. Of the total above, the number of exempt parcels in the county

(2) The total number of notices of appeal filed with the PTABGA in the subject year:

(3) Notices of appeal that were resolved in the subject year by a preliminary informal meeting

a. Of the total above, how many notices had been filed in the subject year?

b. Of the total above, how many notices were pending from the previous year?

(4) Notices of appeal for which a hearing was conducted in the subject year by the PTABGA.

a. Of the total above, how many notices had been filed in the subject year?

b. Of the total above, how many notices were pending from the previous year?

(5) The number of written decisions issued in the subject year by the PTABGA.

a. Of the total above, how many decisions were issued in response to notices filed in the subject year?

b. Of the total above, how many decisions were issued in response to notices pending from the previous year?

(6) The number of notices of appeal pending with the PTABGA on December 31 of the subject year.

a. Of the total above, how many notices had been filed in the subject year?

b. Of the total above, how many notices were pending from the previous year?

(7) The number of appeals resolved through a preliminary informal meeting in the subject year that were resolved:

a. in favor of the taxpayer

b. in favor of the assessor

c. in some other manner

(8) The number of appeals resolved through a written decision issued in the subject year by the PTABGA that were resolved:

a. in favor of the taxpayer

b. in favor of the assessor

c. in some other manner

(9) The total reduction in assessed valuation requested by appellants in the subject year:

(10) The total reduction in assessed valuation approved by the PTABGA in the subject year:

(11) The average length of time (number of days) for an appeal in the subject year:

(12) The number of appeals filed in the subject year for:

a. agricultural parcels

b. residential parcels

c. commercial parcels

d. industrial parcels

e. utility parcels

f. exempt parcels

g. mobile or manufactured homes

(13) The number of appeals withdrawn in the subject year:

(14) The number of appeals filed in the subject year where a taxpayer was represented by:

a. a tax representative

b. an attorney

This section reserved for any additional information the PTABGA would like to provide.

The above is true and correct to the best of my knowledge.



Submission: PTABOA Report Form Submission

Enter in your: Name; Title; Signature/ PIN (4-Digit PIN), then click the green “Sign and Submit Form” button.

As is the case with other forms, the Form Signature fields are completed by the Assessor Reports Submitter using the four-digit PIN supplied during the account creation.

Users who do not have their four-digit PIN may contact Support@dlgf.in.gov to receive a PIN reminder to the email address on file.


Select County > Reporting Requirements > PTABOA Report Form > PTABOA Report Form Submission

PROPERTY TAX ASSESSMENT BOARD OF APPEALS REPORT SUBMISSION


Form Signature

NAME

TITLE

* Required Field - Please input a value
SIGNATURE/PIN
 

* Required Field - Please input a value
DATE

 **SIGN AND SUBMIT FORM**

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Congratulations! You have successfully submitted your PTABOA report. Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at Support@dlgf.in.gov or at (317) 234-4480.