



2023

**DECEMBER
SETTLEMENT**

MANUAL

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STATE COMPTROLLER



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Settlement Filing Information

Settlement forms are distributed by and submitted to the Local Government Division through use of the State Comptroller FTP site at: <https://ftp.comptroller.in.gov>. These forms will be accessed by selecting your county folder and clicking on the “Settlements” folder, then “From Settlements”. Completed forms will be submitted through the same site by selecting the county folder and clicking on the “Settlements” folder, then “To Settlements”. If you do not receive confirmation of receipt within 24 hours of submission, please contact LocalGovernment@comptroller.in.gov.

The following documents must be submitted through the Comptroller FTP site when the December settlement is filed with the Comptroller:

- [Form 105 Settlement Sheet](#)
The Form 105 is an Excel worksheet provided by the State Comptroller. You may use a property tax software generated form that has been approved by the Comptroller if it is identical to the form provided the Comptroller. The submitted form must be in Excel format.
- [Form 49TC](#)
The Form 49TC is an Excel worksheet provided by the State Comptroller. You may use a property tax software generated form that has been approved by the Comptroller if it is identical to the form provided by the Comptroller. The submitted form must be in Excel format.
- [Certificate of Error Summary](#)
The C of E Summary is an Excel worksheet provided by the State Comptroller. You may use a property tax software generated form that has been approved by the Comptroller if it is identical to the form provided by the Comptroller. The submitted form must be in Excel format.
- [Form 17TC](#)
The Form 17TC is only filed if property tax refunds are deducted. The Form 17TC is an Excel worksheet provided by the State Comptroller. You may use a property tax software generated form that has been approved by the Comptroller if it is identical to the form provided by the Comptroller. The submitted form must be in Excel format.
- [Form 102 Apportionment Sheet](#)
The Form 102 is an Excel worksheet provided by the State Comptroller. You may use a property tax software generated form that has been approved by the Comptroller if it is identical to the form provided by the Comptroller. The Form 102 may be submitted in either PDF or Excel format.
- [Excise Tax Allocation Deductions Worksheet](#) is an Excel worksheet provided by the State Comptroller. The submitted form must be in Excel format.
- [Excise Tax Reconciliation Worksheet](#) is an Excel worksheet provided by the State Comptroller.
- [Quietus Worksheet](#) is to be completed, provided, and approved as a part of the settlement approval process. The submitted form must be in Excel format.
- [Settlement Checklist](#) is to be completed, balanced, and provided as a part of the settlement approval process.

- [Distribution/Circuit Breaker Rates](#) is a required listing from your property tax software system and must be submitted in Excel format.
- [Abstract to Settlement Reconciliation Workbook](#)
The Abstract to Settlement Reconciliation Workbook is provided by the State Comptroller and must be submitted. No tax software generated report will be accepted.

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Highlights of Settlement Issues

1. The Settlement Checklist allows county auditors to verify the settlement documentation is correct and in balance. The checklist must be used prior to sending settlement documents for approval. While a completed checklist is not a guarantee of an accepted submission, the checks are a representation of common errors or issues that will slow down the review.
2. The [Form 105 Settlement Sheet](#) and [Form 102 Apportionment Sheet](#) include a line in Section A-1 to report the collections of late payment penalties on unpaid special assessments.
3. The [Form 105 Settlement Sheet](#) and [Form 102 Apportionment Sheet](#) include a line in Section A-1 to allow the county to include any pre-apportionment adjustments to the settlement. These pre-apportionment adjustments may include corrections to prior settlements or any other pre-apportionment adjustments deemed necessary.
4. The circuit breaker adjusted distribution rates must be used to calculate property tax distributions by county auditors in counties where circuit breaker credit exempt referendum funds and protected funds exist. Circuit breaker adjusted distribution rates are calculated by the Department of Local Government Finance (DLGF) and provided to the county auditors.

The circuit breaker adjusted distribution rates are **NOT** the Department of Local Government Finance (DLGF) certified property tax rates.

The circuit breaker adjusted distribution rates are calculated in Gateway Abstract. Please contact LocalGovernment@comptroller.in.gov regarding any questions on accessing your circuit breaker adjusted distribution rates.

5. Counties who have adopted a property tax relief income tax must include these dollars with their settlement. Please refer to the [Form 102 Apportionment Sheet](#), [Form 49TC](#), and [Form 105 Settlement Sheet](#) instructions.
6. Also included during settlement are the excise tax allocations. These include the state welfare excise tax and school excise tax (SWETA) allocations. Please refer to the [Excise Tax Allocation Deductions](#) instructions.
7. Counties began receiving Vehicle Sharing Excise Tax revenue in the past few years. This excise tax is to be proportioned in the same manner as property taxes. Because it is not distributed based on tax rates, county auditors should use the same percentage of total property tax distributed to each unit to determine the amount of Vehicle Sharing Excise Tax to distribute to each unit.

8. LIT Operating Levy Freeze counties: The LIT operating levy freeze equivalency rates provided to you by the DLGF are to be added to the certified property tax rates when distributing excise tax dollars. These combined rates are to be used for the distribution of excise tax.
9. The [Quietus Worksheet](#) is required to be filed and approved.
10. In order to help expedite the review and approval process, please submit proper backup documentation detailing any large anomalies resulting in a significant change of reporting from the information provided on your Abstract.
11. For substantial variances in Section C Fines and Fees on [Form 105 Settlement Sheet](#) between the prior December settlement and the current settlement, provide explanations to account for the variance. This may require reaching out to the Clerk for assembling documentation.

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Remitting Funds and Approval

All funds remitted to the state must be sent electronically and received by the Comptroller no later than Friday, December 29, 2023. Provide a supporting document with a breakdown and support for your remittance amounts and send your notifications of ACH and support to LocalGovernment@comptroller.in.gov.

NOTE: Please be certain to remit to the State of Indiana Local Government bank account. The last four digits of the account are 7327.

To receive pre-approval, the following must be submitted to and approved by the Comptroller:

- Correct spreadsheets listed in the [Settlement Filing Information](#) section
- The completed balancing checklist
- Explanations and/or documentation for substantial variances identified by the Comptroller
- List of certified and circuit breaker adjusted rates used for distributions
- Abstract to Settlement Reconciliation

When the above documents are approved, you will be notified of your county's pre-approval which will allow you to proceed with distributions.

After receiving pre-approval, the following must be submitted to the Comptroller to receive final approval:

- E-Signature Form 105 Settlement Verification
- The Section C: Fines and Fees amounts reported on [Form 105 Settlement Sheet](#)
- Excise tax allocations due to the state
- Fines and Forfeitures
- Judge's Supplemental payments

Notice of final settlement approval will be sent once the electronic signature 105 Form is completed and returned to the Comptroller through the Comptroller FTP site or by emailing LocalGovernment@comptroller.in.gov, and all remittances have been submitted and processed by the state. Both the [Form 105 Settlement Sheet](#) and the electronically signed form will be saved at the Comptroller's Office and the Indiana Archives and Records Administration. These electronic files should also be saved locally.

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Abstract to Settlement Reconciliation

You must use the abstract to settlement reconciliation workbook provided by the Comptroller. You should follow the instructions included with the workbook to verify the amounts listed on the Form 102/105 agree with the amounts reported on the county abstract. Any variances will need to be researched and corrected.

If this workbook is not provided when remitting settlement documents, you will be contacted as we cannot review your settlement until we have received a completed abstract to settlement reconciliation workbook.

Certificate of Error

CERTIFICATE OF ERROR SUMMARY

You must use the certificate of error register summary provided by the Comptroller. The only exception is if your software vendor has provided an Excel worksheet identical to our electronic form Certificate of Error Summary.

The “Credit Entered on Tax Duplicate” is the amount for the “Net Tax, Penalty & Interest” column of the “Certificates of Error Issued During Year” line (line 33) for the Taxing District [Form 102 Apportionment Sheet](#).

The “Less: Property Tax Relief” is the amount for the “Property Tax Relief Amount” column of the “Certificates of Error Issued During Year” line (line 33) for the Taxing District [Form 102 Apportionment Sheet](#).

Form 17TC

CERTIFICATE OF COUNTY AUDITOR OF TAX REFUND CLAIMS

The Form 17TC is provided by the Comptroller and must be used. The only exception is if your software vendor has provided an Excel worksheet identical to our electronic form 17TC.

The spreadsheet contains a “Summary” sheet (tab) for the taxing district totals and a sheet for each taxing district. The taxing district totals from each taxing district sheet are automatically computed on the summary sheet. The taxing district sheets are labeled A(1) through A(75). Instructions on how to rename the taxing district sheets A(1) through A(75) to your taxing district names are included below. If you need more than 75 taxing district sheets, please contact the Comptroller’s Office.

Entering County Name and Tax Year to Summary Sheet

To enter the county name and settlement year to the Summary Tab, enter the following information:

- Where the words “[Enter County Name Here](#)” appears in blue (cell A6), enter the county name.
- Where the words “[Enter Tax Year Here](#)” appears in blue (cell A9), enter the year of the settlement.
- The County Name and Tax Year will be automatically updated on each individual taxing district sheet.

To Rename Taxing District Sheets

To rename the sheets to your taxing district name, do the following, beginning with Sheet A(1):

- Right click on the sheet’s tab
- Select “Rename”
- Type the taxing district name and press enter

Continue this process until you have renamed a tab for every taxing district.

To complete the data for each taxing district, enter the following information:

Entering Taxing District Name to Individual Taxing District Sheet

In the cell above where “[Enter TAXING DISTRICT Above](#)” appears in blue (cell A11), enter the taxing district name above the line on cell A10. The spreadsheet automatically copies the taxing district name to the Summary tab.

Entering Tax Refund Information to Taxing District Sheets

After you have completed the taxing district information, you can begin entering the tax refund information for individual taxpayers. If you need additional lines, please contact LocalGovernment@comptroller.in.gov . We will assist you in increasing the number of lines.

Below is a description of each column and what data is to be entered.

- Column One:** “To Whom Paid”: Enter the name of the taxpayer who received the refund.
- Column Two:** “Date Paid”: Enter the date the refund was paid.
- Column Three:** “Warrant Number”: Enter the check number of the refund.
- Column Four:** “Refunded to Taxpayer”: Enter the amount refunded to the taxpayer including interest paid to the taxpayer.
- Column Five:** “Property Tax Relief Amount”: Enter the PTR amount of the refund.
- Column Six:** “Total Refund” is the total of the Refunded to Taxpayer amount plus the Property Tax Relief Amount. The spreadsheet automatically calculates the totals for each taxing district and copies the taxing district name and totals to the “Summary Tab.”

Applying Form 17TC Data to the [Form 102 Apportionment Sheet](#)

The taxing district total of **Refunded to Taxpayer** from the Form 17TC is entered on line 39, **Less: Erroneous Tax, Penalties and Interest Refunded**, in the **Net Tax, Penalty and Interest** column of Section A-1 of the [Form 102 Apportionment Sheet](#).

The taxing district total of the **Property Tax Relief Amount** column of the Form 17TC is entered on line 39, **Less: Erroneous Tax, Penalties and Interest Refunded**, in the **Property Tax Relief Amount** column of Section A-1 of the [Form 102 Apportionment Sheet](#).

The taxing district total of the **Total** column of the Form 17TC should agree with the **Total** column of line 39, **Less: Erroneous Tax, Penalties and Interest Refunded** of the [Form 102 Apportionment Sheet](#), Section A-1.

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Excise Tax Allocation Deductions Worksheet

Prior to the calculation of the distribution of excise tax, a portion of excise tax is deducted for allocations to be sent to the Local Government Division at LocalGovernment@comptroller.in.gov. The calculation of the

allocations is made using the Excise Tax Allocation Deductions Worksheet provided by the Comptroller.

At settlement, enter in the Motor Vehicle Excise Tax, Boat Excise Tax, Excise Tax Replacement Credit, and Aircraft Excise Tax into their respective columns of the Excise Tax Allocation Deductions Worksheet, that is available for distribution before the deduction of the excise tax allocations.

Note: All excise tax refunds must be deducted prior to the total excise being calculated.

The Excise Tax Allocation Deductions Worksheet will calculate the state welfare excise tax allocation (SWETA) deduction, the 2009 welfare excise tax allocation deduction, and the 2009 school excise tax allocation deduction based on the excise tax amount calculated in the "Total Excise" column and the excise tax allocation factors entered in the SWETA, 2009 Welfare, and the 2009 School factor columns.

The Auto Rental Excise, Vehicle Sharing Excise Tax and Heavy Equipment Rental Excise Tax should be reported on the settlement forms in the same manner as all other excise taxes, with the exception of the excise allocation worksheet. The Auto Rental Excise, Vehicle Sharing Excise Tax and Heavy Equipment Rental Excise Tax are not included in the SWETA calculation. The amount reported on the excise allocation worksheet should be net of the Auto Rental Excise, Vehicle Sharing Excise Tax and Heavy Equipment Rental Excise Tax.

At the time the settlement quietus are prepared, the SWETA allocation, 2009 welfare excise tax allocation, and 2009 school excise tax allocation must be quietus to a separate fund. The quietus can be either to (i) the same fund(s) used in prior years or (ii) the county auditor may establish new funds and quietus the excise allocations to the new funds.

At the time settlement distribution checks are issued to taxing units, the total of the excise tax allocation deductions must be sent to the LocalGovernment@comptroller.in.gov.

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COUNTY TREASURER AND COUNTY AUDITOR EXCISE TAX RECONCILIATION AT SETTLEMENT

Excise Tax Reconciliation Worksheet

The Excise Tax Reconciliation Worksheet is designed to reconcile the license excise tax certified by the county treasurer to the county auditor funds ledger. Making certain the reconciliation worksheet is complete and correct will provide assurance the balance of license excise tax for the next settlement is accurate. The license excise tax amount reported by the county treasurer on the [Form 49TC](#) will be a different amount from the amount distributed by the county auditor.

Following are instructions for the amounts to be entered on each line of the County Treasurer and County Auditor Excise Tax Reconciliation Worksheet.

First enter the (i) county name in Cell C5 and (ii) auditor's cut-off date in Cell F6.

County Treasurer Certified Excise Tax

The amount entered on this line is the amount certified by the county treasurer on the license excise tax collected line in column 3 (cell D144) of the County Treasurer's Certification of Tax Collections [Form 49TC](#). The excise tax certified on the [Form 49TC](#) **must** be the total of all excise tax types shown in the

Other Sources Section of the county treasurer's cashbook as of the date of the county treasurer's certification. The total excise tax types may include vehicle excise tax, auto excise tax, watercraft excise tax, aircraft excise tax, auto rental excise tax, and excise tax replacement and/or lottery credit. No county will have all these excise tax types. The total excise tax certified by the county treasurer **does not include excise surtax and wheel tax**, so it will NOT be included on [Form 49TC](#).

Plus: Excise Tax Advance Total

The amount entered on this line is the excise tax amount advanced to taxing units since the last settlement. Each time excise tax was advanced a quietus should have been prepared and posted to the county treasurer's cashbook and the county auditor's funds ledger. On the county treasurer's cashbook, the quietus should have reduced the excise tax in the "Other Sources" section of the cashbook and increased the funds ledger amount in the "Funds Ledger" section of the cashbook. The excise tax certified by the county treasurer is the excise tax shown in the "Other Sources" section of the cashbook as of the certification date. This excise tax amount should have been reduced by the amount of the excise tax advances, but the excise tax included in the settlement by the county auditor is not reduced by the excise tax advances. This is why the excise tax advance amount is a county treasurer and county auditor excise tax reconciliation item.

Minus: Excise Distributed at Settlement.

The amount entered on this line is the total of column 8 (cell I141) of the [Form 49TC](#). The excise tax to be distributed is the excise tax determined by the county auditor as of the county auditor's cut-off date minus the excise tax allocation amounts and minus the amount (if any) deducted for watercraft excise tax refunds.

The county auditor's excise tax cut-off date is the "as of" date chosen by the county auditor to include excise tax in the settlement. For most counties the June settlement excise tax cut-off date is the end of March and the December settlement excise tax cut-off date is the end of September. The excise tax cut-off date can be another date if it is reasonable and is **consistent** from year to year.

The amount entered on this line must be entered as a positive amount.

Minus: Excise to be Distributed to County General Fund for Reimbursement of Watercraft Excise Tax Refunds.

The amount entered on this line is the amount deducted from excise tax for reimbursements of watercraft excise tax refunds paid from the county general fund. If a refund of watercraft excise tax is paid by the county, then the county should be reimbursed from excise tax at the next settlement. The reimbursements are accomplished by deducting the refund amount from the applicable taxing district excise tax amount. This deduction is to occur before the calculation of the excise tax allocation amounts. A quietus to the general fund equal to the refund deduction amount is prepared at the time settlement quietus are prepared. At the time settlement quietus are posted to the cashbook the excise refund quietus is posted against the excise tax in the Other Sources Section of the cashbook and reduces the excise tax in the Other Sources Section of the cashbook. The quietus is also posted to the Funds Ledger Section of the cashbook and increases the Funds Ledger Section of the cashbook.

The amount entered on this line must be entered as a positive amount.

Minus: Welfare and School Excise Tax Allocations.

The amount entered on this line is the "Remittance to State" amount from the [Excise Tax Allocation Deductions Worksheet](#) (cell G81)

Equals: Treasurer and Auditor Excise Tax Difference.

The worksheet calculates this line. The calculation is line 1 plus line 2, minus lines 3, 4, and 5. If this reconciliation worksheet is completed correctly, line 6 should rarely equal zero, as there is usually a timing difference between the excise tax certified by the county treasurer and the excise tax included in the settlement by the county auditor. A different amount on line 6 is acceptable, but lines 7 through 9 should account for the difference resulting in line 10 equaling zero.

Plus: State Comptroller Excise Tax Cut Replacement Distribution Included by County Auditor in Excise Tax, but Not Received by County Treasurer by County Treasurer Certification Date and Not Included in County Treasurer's Certified Amount.

During December Settlement -

This would include those excise tax cut dollars distributed after the cutoff date, but not yet received by the county treasurer's certification date.

Minus: Excise Tax Received After the Auditor Cut-Off Date

The amount entered on this line is the excise tax received by the treasurer after the county auditor's cut-off date and is not included in the settlement by the county auditor but is posted to the treasurer's cash book and included in the treasurer's certified excise tax amount.

During December Settlement -

If the county auditor's December Settlement excise tax cut-off date is the end of October and the treasurer receives deposits of November excise tax that are posted to the cash book and included in the certified excise tax amount, the November deposits are shown on this line.

Plus: Excise Tax Included by County Auditor in Excise Tax and is Excise Tax Received Within the County Auditor's Excise Tax Cut-off Date, but not Yet Posted to the County Treasurer's Cashbook and Not Included in the County Treasurer's Certified Amount.

During December Settlement -

The amount entered on this line is the excise tax received by the county treasurer before the county auditor's cut-off date and is included in the settlement by the county auditor but is not posted to the county treasurer's cashbook and is not included in the county treasurer's certified excise tax amount.

It would be extremely rare to have an amount on line 8 and an amount on line 9.

Equals: Reconciled difference:

This line is calculated by the worksheet. The calculation is line 6 plus lines 7 and 9, minus line 8. If this reconciliation worksheet is completed correctly and the county treasurer and county auditor excise tax accounting are in balance, then this line will equal zero.

If line 10 does not equal zero, first examine for accuracy the amounts entered to the reconciliation worksheet. If the amounts entered on the lines are correct, then the county treasurer and county auditor must work together to determine the source of the difference. If the source cannot be determined at the current settlement, then the source must be determined by the next settlement. If the source is not determined by the next settlement, then the unidentified difference must be allocated and distributed at that next settlement. The Comptroller has instructions on how to allocate and distribute an unidentified difference at a settlement.

Line 10 equaling zero does not always indicate that the county treasurer's and county auditor's excise tax accounting is in balance as there may be unreasonable amounts entered on one or more lines of the reconciliation worksheet resulting in a zero dollar amount on line 10. The Comptroller reserves the right to reject the reconciliation worksheet on the basis that unreasonable amounts exist on one or more lines of the reconciliation worksheet.

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Form 49TC

County Treasurer's Certificate of Tax Collections

The Form 49TC County Treasurer's Certificate of Tax Collections is completed by both county treasurers and county auditors. The purpose of the Form 49TC is for county treasurers to calculate and report the certified tax collections and for county auditors to calculate and report the taxes to be apportioned and distributed.

For counties with property tax relief, the Form 49TC also calculates settlement of property tax relief.

The county treasurer will complete columns 1 through 4, and column 13.

In the **Property Tax Relief Amount** column (column 2), the county treasurer should certify the property tax relief amount, if applicable.

Total Property Tax for Distribution (column 3) is the total of columns 1 through 2.

In the **Add: License Excise Tax Collected** located below the total line of column 3 (cell D144) the county treasurer will certify the license excise tax collections from the county treasurer's cashbook at the time property tax collections are certified.

Other Collections items of Column 3 (cells B149 through B184) of the 49TC are completed as follows:

The county treasurer will list the following from the **Other Sources** section of the Cashbook: Demand Fees, Tax Sale Costs, Conservancy District collections, Civil Penalties, Business Personal Property Ordinance Fees, and Late Payment Penalty on Special Assessments collections on the designated lines of the form.

On the other available lines the county treasurer will certify other collections from the "Other Sources" section of the Cashbook as necessary within the county.

Examples of other collections may include:

1. Non-sufficient fund check fee collections
2. Sewer lien collections
3. Weed cutting lien collections
4. Line fencing lien collections
5. Storm water lien collections
6. Drainage or ditch collections
7. Any other certified collections to be distributed

In the **Excess (Surplus) Tax Column**, column 4, the county treasurer will certify surplus tax collections.

In the settlement of late payment penalties, column 13 of the 49TC the county treasurer will certify the amount by district of the late payment penalties on special assessments collected. The total of column 13 must agree with the amount reported in “Other Collections” in of the 49TC, column 3 (cells B149 through B184) for late payment penalties on special assessments collected.

The county auditor will need to know the late payment penalties on special assessments collected by taxing district as the auditor must make a pre-apportionment adjustment in each applicable taxing district. After the late payment penalties on special assessments collected are entered as a pre-apportionment adjustment, the tax system will include the late payment penalties in the apportionments.

The county auditor’s part of the 49TC is completed as follows:

Column 5, Total Current and Delinquent Tax, Penalties and Interest Distributed

Column 5 should equal (i) column 1 of the Form 49TC adjusted for the total deductions before apportionment, which includes refunds to taxpayers (amounts on the Form 17TC), late payment penalties collected on special assessments, and other settlement adjustment amounts and (ii) **Net Tax Penalty and Interest** column of line 7 (**Net Property Tax for Apportionment**) of the [Form 102 Apportionment Sheet](#).

If the county treasurer included surplus tax collections in column 1 of the Form 49TC, column 4 will also be less than column 1 by the amount of the surplus tax collected.

Column 6, Property Tax Relief Amount Distribution

This amount equals the amount in the **Property Tax Relief Amount** column of line 43 (**Net Property Tax for Apportionment**) of the [Form 102 Apportionment Sheet](#) Section A-1.

Column 7, Total Property Tax for Distribution

This amount equals the amount in the **Total** column of line 43 (**Net Tax for Apportionment**) of the [Form 102 Apportionment Sheet](#) Section A-1.

Column 7 of the Form 49TC also equals column 5 plus column 6 of the Form 49TC.

Column 8, License Excise Tax Distributed

This amount equals the amount on line 44 (**License Excise Tax Apportionment**) of the [Form 102 Apportionment Sheet](#) Section A-1. The column 8 amount will be the Excise Tax amount after the State Welfare Excise Tax, Welfare Excise Tax, and School Excise Tax allocations have been deducted.

DO NOT include the State Welfare Excise Tax, and School Excise Tax allocations in column 8, (**License Excise Tax Distributed**) of the Form 49TC.

Column 9, Total Distributed

This amount equals the amount in the **Total** column of line 9 (**Total for Apportionment**), of the [Form 102 Apportionment Sheet](#) Section A.

Column 9 of the Form 49TC also equals column 7 plus column 8 of the Form 49TC.

Total Property Tax for Distribution (column 3) is the total of columns 1 through 2.

For the settlement of property tax relief (columns 10 through 11):

The settlement of property tax relief is self-calculated due to embedded formulas in the Form 49TC.

Columns 10 and 11 pull the property tax relief amounts reported by the county auditor (column 6) and the county treasurer (column 2)

The settlement of property tax relief is the difference of the amounts reported by the county auditor and county treasurer (column 12)

If the balance of property tax relief amount is positive: then a check must be written by the county auditor from the LIT PTR Fund to give the county treasurer the additional funding needed for the settlement.

If the balance of property tax relief amount is negative: then a quietus without a check to the LIT PTR must be prepared to quietus the excess LIT PTR to the LIT PTR fund.

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Form 102 Apportionment Sheet

The Form 102 Apportionment Sheet (the “Form 102”) is completed for each taxing district in the county. The Form 102 is used to calculate the total funds available for apportionment (Section A-1) and the amount to be apportioned to each taxing unit in the county by fund. The [Form 105 Settlement Sheet](#) is the sum of all Form 102s in the county and serves as a summary of the Form 102.

Sections A, A-1 (December only), and Section B are very similar for both the Form 102 and [Form 105 Settlement Sheet](#).

Many counties have replaced Form 102 with worksheets generated from tax systems or have created Form 102s with spreadsheet software. Whether you use the State Board of Accounts prescribed Form 102, worksheets generated by your tax system, or an electronic spreadsheet created using spreadsheet software, the following instructions apply to the completion of the Form 102.

Section A

Section A of the December Form 102 for each taxing district should match the values reported in the respective June Settlement Form 102.

Section A-1

Charges:

Charges Shown on March Abstract (lines 3-6):

All values reported for line 3-6 should equal the amounts reported on the March abstract, via Gateway Abstract. In order to reconcile the values out of tax and billing systems to Gateway Abstract, the reconciliation worksheet prepared by the Comptroller should be used. The reconciliation worksheet for the Form 102 can be found on the Comptroller website at [Comptroller: Forms](#). For any questions, please contact the Local Government Division at LocalGovernment@comptroller.in.gov.

Any abstract adjustments that were not included on the March abstract must be included on line 7, and a letter of explanation must be submitted to the Comptroller.

Additional Charges and Assessments during Year (lines 10-21):

- Line 10, **General Property Tax**
 - **Net Tax, Penalty and Interest Column:** is the additional charge to the taxpayer.
 - **Property Tax Relief Amount Column:** is the total PTRC amount due on the additional charge.
 - **Total Column:** is the total of the Net Tax, Penalty and Interest column and the Property Tax Relief Amount column.
- Line 11, **Mobile Home Tax**
 - **Net Tax, Penalty and Interest Column:** is the mobile home tax charge to the taxpayer.
 - **Property Tax Relief Amount Column:** is the total PTR amount on all current and added mobile home taxes.
 - **Total Column:** is the total of the Net Tax, Penalty and Interest column and the Property Tax Relief Amount column.
- Line 12, **Late Assessment Penalties and Statement Processing Charges** that were **not** reported on the abstract.
- Line 13, **Late Assessments Interest** charges that were **not** reported on the abstract.
- Line 14, **Additional Penalty Added on Prior Year Second Installment** Column of the Tax Duplicate.
- Line 15, **Penalty Charged on the First Installment Delinquencies** Column of the Tax Duplicate.
- Line 16, **10% Penalty Charged on Former Years' Taxes Delinquencies** Column of the Tax Duplicate.
- Lines 18 and 19, **Recharges of Delinquent Tax, Penalties and Interest** Column of the Tax Duplicate.
- Line 20, **Tax Judgments Collected Current Year** Column of the Tax Duplicate.
- Line 21, **Total Charges**, is total of Line 3 to Line 20.

Credits (lines 23-33)

This section's information can be obtained from the Tax Duplicates, Duplicate Summaries, or from settlement reports produced by the tax and billing system.

- Line 24, **Current Second Installment Delinquencies** Column of the Tax Duplicate.
- Line 25, **Current First Installment Delinquencies** Column of the Tax Duplicate.
- Line 26, **Additional Penalty on Prior Year Second Installment Delinquent** Column of the Tax Duplicate.
- Line 27, **Penalty Unpaid on First Installment** Column of the Tax Duplicate.
- Line 28, **10% Penalty Unpaid on Former Years Taxes Delinquent** Column of the Tax Duplicate.

- Line 29, **Former Years Delinquent Tax** Column of the Tax Duplicate.
- Line 30, **Penalty and Interest Unpaid**, Column of the Tax Duplicate.
- Line 31, **Total of Lines 24 through 30** should agree with the Total Delinquency at December Settlement, column of the Tax Duplicate.
- Line 32, **Taxes and Penalties Certified to the Clerk** for the current year, column of the Tax Duplicate.
- Line 33, **Certificates of Error Issued during the Year**.
 - The Net Tax, Penalty & Interest column must equal the Credit on Tax Duplicate column of the [Certificate of Error](#) Summary.
 - The PTR column must equal the total property tax replacement column of the [Certificate of Error](#) Summary.
 - The Total column of line 33 equals the total of the credit on tax duplicate column and the Property Tax Relief Amount column of the Certificate of Error Summary.

Credits and Collections (lines 34-37)

- Line 34, **Total Credits** is the total of lines 31 to 33.
- Line 35, **Total Collected This Year** is the total charges minus the total credits (Line 21 minus Line 34).
- Line 36, **Property Tax at June Settlement** should agree with Line 2 of Section A. If your county had only one tax due date, then this line will be blank.
- Line 37, **Amount for Apportionment**
 - Amount for Apportionment: indicates whether you are in balance with the county treasurer. If the Net Tax, Penalty & Interest column of line 37 and column 1 of the County Treasurer's Certificate of Tax Collections, Form [49TC](#), are the same, then you and the county treasurer are in balance.
 - Additionally, if column 1 of the County Treasurer's Certificate of Tax Collections, Form [49TC](#) includes overpayments and the Net Tax, Penalty & Interest column of line 37 and column 1 of the County Treasurer's Certificate of Tax Collections, Form [49TC](#) differs by the amount of overpayments, then you and the county treasurer are in balance.
 - Overpayments are acceptable differences between the Net Tax and Penalty column of line 37 and column 1 of the County Treasurer's Certificate of Tax Collections, Form [49TC](#). All other differences **MUST** be resolved before you can continue with the settlement. The total amount of the overpayment(s) must be listed on the Form [49TC](#).

Deductions Before Apportionment (lines 39-45)

- Line 39, **Erroneous Tax, Penalties and Interest Refunded**
 - Erroneous Tax, Penalties, and Interest Refunded is used to deduct tax refunds reported on the [Form 17TC](#). The Net Tax, Penalty & Interest column of Line 39 should agree with the Refunded to Taxpayer column of the [Form 17TC](#). The Property Tax Relief Amount column of Line 39 should agree with the Property Tax Relief Amount column from the [Form 17TC](#).
 - If you elect to deduct watercraft and aircraft excise tax refunds from property taxes, then those refunds must be included on the [Form 17TC](#) and reported on line 39. You should not have vehicle excise tax refunds, as those refunds are paid by the state.
 - Do not report watercraft and aircraft excise refunds on [Form 17TC](#) or report them on Line 39-Erroneous Tax, Penalties, and Interest Refunded if one of the following is true:
 - The refunds are paid directly from the Excise Tax Fund and not the County General Fund.
 - If the refunds are paid from the General Fund and the General Fund is reimbursed from Excise Tax Receipts.
 - If watercraft and aircraft excise tax refunds are made from Excise Tax Receipts you will show

the excise tax on Line 44, net of refunds.

- Line 40, **Late Payment Penalties on Unpaid Special Assessments Collected**
 - The total reported must agree with the total district amount reported in the column 13 of the [49TC](#). Special assessments include ineligible HSCs, Sewer Liens, Weed Liens, etc.
- Line 41, **Other Before Apportionment Adjustments**
 - Other settlement adjustments reported here include bad check (NSF) deductions, invalid tax sales, prior settlement corrections, etc. If a dollar amount is entered in line 41, then a description also needs to be entered on line 41. If Line 41 is for more than one use, then enter a brief description of each use along with the dollar amount of each use.
 - For example: The county wrote a check to replace a bad check, the amount of the check is entered on this line as a deduction. If there had been an error on a previous settlement, then line 42 might be used to enter a correction that is necessary to bring the county treasurer's and county auditor's records in balance. If a previous settlement adjustment is made then a letter of explanation needs to accompany the settlement.
- Line 42, **Total**, is the Total of lines 39-41
- Line 43, **Net Total Property Tax for Apportionment**
 - The amounts on Line 44 are the amounts that are transferred to columns 5 through 7, of the County Treasurer's Certificate of Tax Collections [Form 49TC](#). The total column of Line 44 is the amount of property tax that must be apportioned in the property tax column of Section B of the Form 102 Apportionment Sheet.
- Line 44, **License Excise Tax for Apportionment**
 - The excise tax amount that should be entered in column 8 of the County Treasurer's Certificate of Tax Collections, [Form 49TC](#). This excise tax amount is also the excise tax amount that must be apportioned in excise tax column of Section B of the Form 102 Apportionment Sheet.
 - The excise tax amount that is entered on the Form 102 Apportionment Sheet and the [Form 49TC](#) must be the excise tax after the deduction of the Excise Tax Allocation Deduction amount.
- Line 45, **Total Net Amount for Apportionment**
 - Total Net Amount for Apportionment should match column 9 of the County Treasurer's Certificate of Tax Collections, [Form 49TC](#).

Section B

In Section B enter the apportionment of property tax and license excise tax. The amount of property tax apportioned will be the total of line 43 of Section A-1. The amount of license excise tax apportioned will be the total of line 44 of Section A-1. The section B total should agree with the section A-1, line 45 "Total Net Amount for Apportionment" total.

The property tax rates used to apportion property taxes are the property tax rates certified by the DLGF, except for taxing districts in counties where there are circuit breaker credit exempt referendum funds, protected debt funds. In these taxing districts, adjusted distribution rates are used to calculate the distribution of property taxes.

The DLGF certified rates are adjusted to exempt the affected funds from the circuit breaker revenue loss. The adjusted distribution rates are calculated and available in Gateway Abstract.

The property tax rates used to apportion excise tax in counties that have adopted the Operating Levy Freeze LIT are the DLGF certified property tax rates plus the DLGF LIT equivalency rates. The property tax rates used to apportion excise tax in counties that have not adopted the Operating Levy Freeze LIT are the DLGF certified property tax rates.

If a TIF area exists in a taxing district, the amount of property tax that is to be distributed to the redevelopment commission **must be deducted before the apportionment of property taxes is calculated**. The amount of property tax to be deducted and distributed to the redevelopment commission will be the TIF taxes. The amount of property tax to be distributed to the redevelopment commission is entered as a fund amount at the bottom of Section B, line 105.

County auditors determine the amount of TIF dollars to distribute to a redevelopment commission by tracking payments. TIF payments must be tracked parcel by parcel and delinquencies must be shown separately on the TIF District line of the next year's Abstract.

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Form 105 Settlement Sheet

The Form 105 Settlement Sheet (the "Form 105") is an electronic spreadsheet provided by the Comptroller. The Form 105 is a summary of the Form 102, reporting the total taxes collected and apportioned for all taxing districts in the county.

The county auditor is required to complete the Form 105 and submit it to the Comptroller via the Comptroller FTP site. The Form 105 must be used for the official filing of the settlement. The Form 105 Settlement Sheet **must** balance completely. Forms that **do not balance** will be returned and the settlement will not be approved.

Section A

Form 105 Settlement Sheet Section A is the June total of Section A of the entire county's [Form 102s](#). Please see [Form 102 Apportionment Sheet](#), Section A instructions for additional information.

Section A-1

Form 105 Settlement Sheet Section A-1 is the December total of Section A-1 of the entire county's [Form 102s](#). Please see [Form 102 Apportionment Sheet](#), Section A-1 instructions for additional information.

Section B

Section B reports the amounts apportioned for property taxes (including property tax relief) and excise tax by taxing unit type.

The total of the **Total Net Property Tax** column in Section B of the Form 105 **must** agree with the total of line 43 of Section A-1 of the Form 105.

The total of the **License Excise Tax** column in Section B of the Form 105 **must** agree with the total of line 44 of Section A-1 of the Form 105. Excise tax allocation deduction amount money is not shown in Section A-1 or Section B. The excise tax shown in Section A-1 and Section B is after the SWETA, welfare and school excise tax allocation deduction.

Section C

Section C represents the fines and fees that are to be remitted to the Comptroller via electronic funds transfer (EFT) by the December 31, 2023 settlement deadline. The amounts reported in Section C must be remitted to the Comptroller prior to receiving final approval on settlement.

The amounts for Section C should agree with the county's funds ledger. **Do not** change the name of any of the funds listed in **Section C**. If you have an additional fine or fee due the State that is not listed, please write it in on a blank line.

If your settlement is not processed and approved by December 31, the total funds ledger Section C: Fines and Fees amounts listed in Section C **must be remitted by December 31**. The "Report to State Comptroller of Settlement Fines and Fees Due State" form must be used to report the amounts.

NOTE: SWETA (state welfare excise tax allocation), welfare excise tax allocation and the school excise tax allocation ARE NOT listed in Section C.

The following fines and fees are included in Section C, but not limited to:

INFRACTION JUDGMENT – [IC 34-28-5-5](#)

Funds collected by the Clerk of Courts as judgments for violations of statutes defining infractions, for violations of ordinances, or for pleading nolo contendere for a moving traffic violation are remitted on a monthly basis to the county auditor. The county auditor will remit the infraction judgment amounts to the State Comptroller each June and December.

OVERWEIGHT VEHICLE FINE - [IC 9-20-4](#)

Civil Penalties related to the transportation of a load on a registered and licensed vehicle or combination of vehicles in excess of the limit fixed in the application for registration. The fine is collected by the County Clerk and is remitted to the county auditor on a monthly basis. The county auditor will remit the fee to the State Comptroller each June and December.

SPECIAL DEATH BENEFIT - [IC 35-33-8-3.2](#)

A \$5.00 fee collected by either the Clerk of the Circuit Court and/or the County Sheriff, if authorized by the Clerk to accept bail bonds; surety bonds; deposit of cash or securities in an amount equal to the bail; bond secured by real estate in the county, where .33 of the true tax value less encumbrances is at least equal to the amount of the bail; and each real estate bond. The \$5.00 special death benefit fee should be retained by the Clerk or Sheriff when the defendant is required to execute a bail bond by depositing cash or securities in an amount not less than 10% of the bail and is not dependent on the outcome of the case. The Clerk and/or Sheriff shall remit the fees to the county auditor on a monthly basis. The county auditor will remit the death benefit fee to the State Comptroller each June and December. The State Comptroller receipts the special death benefit remittance into the appropriate fund of the Public Employees' Retirement Fund.

SALE DISCLOSURE FEE - [IC 6-1.1-5.5-4](#)

Before a conveyance document is filed with the county auditor, a sales disclosure form must be filed. The information is used by the County Assessor to formulate trending factors based on sales information. There is a \$20 sales disclosure fee to be paid with the filing. \$10 of the \$20 fee shall be retained by the county for deposit in the County Sales Disclosure Fund. The other \$10 of the \$20 fee is sent to the Comptroller each June and December settlement. The county should have two sales disclosure funds, one for the county's share of the fee and the other fund for the state's share.

CORONER'S CONTINUING EDUCATION FEE - [IC 16-37-1-9](#)

A non-reverting State Coroners Training and Education Fund that requires if the local department of health is charging a fee for a Certificate of Death under IC 16-20-1-27, a two dollar and twenty five cent (\$2.25) (before July 1, 2023) and a two dollar and fifty cent (\$2.50) (after June 30, 2023, and before July 1, 2028) coroners' education fee must be added to this rate. The local health department shall deposit this fee with the county auditor monthly. The county auditor is to remit the money to the Comptroller each June and December.

ADULT & JUVENILE OFFENDER INTERSTATE COMPACT FEE - [IC 11-13-4.5-4](#)

This is a \$125.00 application fee charged to parolees and probationers who apply to leave the state. The parole fee is collected by the state department of corrections. The probationer fee is collected by County Probation Departments and/or County Clerks. The probationer fees are remitted monthly to the county auditor. 50% of the fees remitted to the county auditor are to be quietus to the County Offender Transportation Fund. The other 50% of the fees should be quietus to a separate fund called the Adult & Juvenile Offender Compact Fee Fund to be remitted to the Comptroller each June and December settlement.

MORTGAGE RECORDING FEE - [IC 24-9-9-3](#)

The County Recorder assesses a \$3 fee for each mortgage recorded. The fee is remitted to the county auditor on a monthly basis. \$0.50 of the fee is quietus to the County Recorder's Records Perpetuation Fund. The balance of \$2.50 is quietus to the Mortgage Fee Fund and is remitted to the Comptroller each June and December settlement.

CHILD RESTRAINT FINE - [IC 9-19-11](#)

Fines was established for violations of improper or non-existent child restraint systems in vehicles. The county, city and town court clerks collect the fines and should remit the fine to the county auditor on a monthly basis. The child restraint fines are remitted to the Comptroller with each June and December settlement.

CANINE RESEARCH AND EDUCATION FUND - [IC 6-9-39-7](#)

If a county fiscal body adopts a County Option Dog Tax, 20% of the collections are to be remitted to the Comptroller for deposit in the Canine Research and Education Fund. The other 80% is kept at the county for the uses designated by the fiscal body. The county auditor remits the 20% of the collections to the Comptroller each June and December settlement.

FOREST RESTORATION FUND- [IC 6-1.1-6-24](#)

For classified forest or wildlands property classified after June 30, 2006 and withdrawn after July 1, 2007 back taxes, interest, and withdrawal penalties are charged. The Department of Natural Resources (DNR) has a worksheet used for calculating the back taxes, interest and penalties.

The amounts of back taxes are charged as if the property had not been classified. The tax rates and PTRC rates to be used when calculating the back taxes are the tax rates and PTRC rates in effect for each year calculated. The back taxes are calculated for the lesser of 10 years or the years the property was classified. Interest is calculated for each year of back taxes charged at a rate of 10% per year.

There are also penalties that apply. The withdrawal penalties are \$100 per withdrawal plus \$50 per acre withdrawn. The back taxes, interest and penalties should be charged as a special assessment. The back taxes collected, interest and 25% of the withdrawal penalty are receipted to the county general fund. 75% of the withdrawal penalty is receipted into the Forest Restoration Fund and remitted to the Comptroller with the other fines and fees by December 31, 2023.

For classified forest or wildland properties classified prior to June 30, 2006 and are withdrawn from the classified forest or wildland program back taxes, interest, and withdrawal penalties are charged. The DNR has a used for calculating the back taxes, interest and penalties.

The amounts of back taxes are charged as if the property had not been classified. The tax rates and PTRC rates to be used when calculating the back taxes are the tax rates and PTRC rates in effect for each year calculated. The back taxes are calculated for the lesser of 10 years or the years the property was classified. Interest is calculated for each year of back taxes charged at a rate of 10% per year.

There are no additional penalties that apply. The back taxes and interest should be charged as a special assessment. The back taxes and interest collected are received to the county general fund.

SEX/VIOLENT OFFENDER REGISTRATION FEE - [IC 36-2-13-5.6](#)

The legislative body of a county may adopt an ordinance requiring the local law enforcement authority to collect an annual Sex or Violent Offender Registration Fee and a Sex or Violent Offender Address Change Fee. If your county adopted either of these fees, 10% of any fees collected must be remitted to the State Sex and Violent Offender Fund per IC 36-2-13-5.6.

The local law enforcement authority shall transfer fees collected to the county auditor of the county. The amount collected is to be received into the County Sex and Violent Offender Administration Fund. Ninety percent of the fees remitted to the county auditor are received to the County Sex and Violent Offender Administration Fund. At the time of semi-annual settlement, 10% of the collections are to be remitted with other fines and fees to the Comptroller. The Comptroller will receipt the fees into the State Sex and Violent Offender Fund.

DLGF HOMESTEAD PROPERTY DATABASE FUND - [IC 6-1.1-12-37\(f\)](#)

If an individual's use of property changes so that part or all the property no longer qualifies for a homestead credit (HSC) and the individual fails to notify the county auditor within the 60 day notification required by IC 6-1.1-12-37(f), the individual is liable for the additional taxes resulting from the change in the HSC or the termination of the HSC. The individual is also liable for a 10% civil penalty on the additional taxes. The county auditor shall issue a notice to the individual including a statement the payment is due to the auditor within 30 days of the notice. If payment is made to the auditor within 30 days of the notice, the auditor shall quietus the additional tax amount collected and 99% of the 10% civil penalty amount collected to the County's Ineligible Deductions Fund. The balance of the civil penalty (1% of the 10% civil penalty) amount collected is quietus to the DLGF Homestead Property Database Fund.

If payment is not received by 30 days of the notice sent by the auditor, the additional tax and civil penalty are added to the tax duplicate for collection. When collected by the county treasurer, the tax amount and civil penalty amount are posted separately in the other sources of the cash book. At settlement the county treasurer will certify in the Other Collections Section of the [49TC](#) the Ineligible HSC Tax Collection amount and Civil Penalty amount. The collection amount of the ineligible HSC tax and 99% of the civil penalty collection amount is quietus to the county auditor's Ineligible Deductions Fund. The remaining 1% of the civil penalty collection amount is quietus to the DLGF Homestead Property Database Fund.

At each semi-annual settlement the balance of the DLGF Homestead Property Database Fund is remitted with other fines and fees to the Comptroller.

VIOLENT CRIME VICTIMS COMPENSATION FUND - [IC 11-10-8-6\(a\)](#)

The earnings of an offender employed in a work release program under this chapter, less payroll deductions required by law and court ordered deductions for satisfaction of a judgment against the offender shall be surrendered to the department or its designated representative. After the distribution of any state and federal income taxes and social security deductions not otherwise withheld and, if applicable, after the distribution of the cost of membership in an employee organization, ten percent (10%) of the offender's gross earnings are to be deposited in the Violent Crime Victims Compensation Fund established by IC 5-2-6.1-40. IC.11-10-8-6(a) also addresses the handling of the balance of the earnings of an offender.

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Quietus Worksheet

The Comptroller provides a Quietus worksheet to assist the county auditor and county treasurer with the final steps of the property and excise tax settlement.

Quietus Summary

You will only enter the county name and the settlement period.

Where the words “ENTER COUNTY NAME HERE” appears in blue (cell A4), enter the county name.

Where the words “ENTER TAX YEAR HERE” appears in blue (cell E4), enter the year of the settlement.

The County Name and Tax Year will be automatically updated on each worksheet in the workbook.

The worksheet will automatically insert the totals of the property tax quietus, the excise tax quietus, and the additional settlement quietus and provide the total transfer by quietus. This total should be the same amount the county treasurer shows as the total transferred by quietus on the cashbook.

Property Tax Worksheet

In the first column, list all the funds. The worksheet has several funds already listed. The cells are unprotected to enable the user to enter the funds pertaining to their county distribution. The funds listed must be the same as the funds listed in Section B of the [Form 105 Settlement Sheet](#).

The second column, **Gross Property Tax for Distribution**, enter the fund amounts for property tax from Section B of the [Form 105 Settlement Sheet](#). The total of this column must be exactly the same as the Section B [Form 105 Settlement Sheet](#) property tax column total. The total of this column must agree with the gross property tax total of all Form 22 Certificates of Tax Distribution.

In the third column, **Less Property Tax Advances**, enter the property tax advance amounts as a negative number on the quietus worksheet. You should have previously verified the property tax advance amounts with the county treasurer. Also, the total of this column plus the total of the excise tax advances must agree with the tax advance total of all Form 22 Certificates of Tax Distribution.

In the fourth column, **Less Exam of Records**, enter the exam of records amounts the county paid to the State Board of Accounts for a taxing unit’s examination of records. Enter this as a negative number on the quietus worksheet. Also, the total of this column must agree with the exam of records total of all Form 22 Certificates of Tax Distribution.

The fifth column, **Net Property Tax Distribution**, is the Gross Property Tax for Distribution less the property tax advances, less the exam of records. A formula calculates this total.

Excise Tax Worksheet

The fund names will be carried over from the [Property Tax Worksheet](#).

In the second column, **Gross Excise Tax for Distribution**, enter the Excise Tax from Section B of the

[Form 105 Settlement Sheet](#). The total of this column must agree with Section B of [Form 105 Settlement Sheet](#) excise tax total. Similarly, the total of this column must agree with the gross excise tax total of all Form 22 Certificates of Tax Distribution.

In the third column, **Excise Tax Advance**, enter the excise tax advance amounts as a negative number on the quietus worksheet. This should agree with the excise tax advance amounts the treasurer certified. The total of this column plus the total of the property tax advances must agree with the tax advance total of all Form 22 Certificates of Tax Distribution.

The fourth column is the **Net Excise Tax for Distribution**. This is the sum of the gross excise tax for distribution less the excise tax advances. A formula embedded in the worksheet calculates this total for you.

Scroll further down to enter the Excise Tax Allocation Deduction Amount. The Excise Tax Allocation Deduction amount is listed in the “Remittance to State” row of the [Excise Tax Allocation Worksheet](#).

The “Total Excise Tax Quietus” is calculated by the worksheet.

Additional Property Tax Quietus

Overpayments from Overpayment Listing & [Form 49TC](#) Column 1 Reconciliation (if applicable)

Only enter data in this cell if your county treasurer included overpayments with collections in column 1 of the [Form 49TC](#). If applicable, you will quietus this amount to the surplus tax fund. Overpayments are rarely included in column 1 of the [Form 49TC](#). This amount will be quietus to the Surplus Tax fund.

NSF Checks or, if applicable, other settlement adjustments from Line 41 of the Form 105

If the line 41 amount is a NSF check deduction, enter on this line the NSF check amount.

If applicable, this amount will be quietus to the corresponding fund.

If the settlement sheet, line 41 amount is something other than an NSF check deduction and a quietus is applicable to the line 41 amount then enter the line 46 amount on the Quietus worksheet.

If the settlement sheet line 41 amount is something other than an NSF check deduction and a quietus is **not** applicable to the line 41 amount then do not enter the line 41 amount on this line.

Tax Refund

Enter the amount from the [Form 105 Settlement Sheet](#), the Net Tax, Penalty and Interest column. This amount must agree with the Amount Refunded to Taxpayer Total of the [Form 17TC](#). Quietus this amount to the County General fund.

Exam of Records from above and the Form 22

Enter the examination of records amount subtracted from the distribution to the taxing units. This amount must agree with the amount for examination of records listed in the upper portion of the quietus worksheet. Quietus this amount to the County General fund.

Balance of Property Tax Relief if the total amount of column 12 of the [Form 49TC](#) is a negative amount

Enter the total amount of column 12 of the [Form 49TC](#), if the amount is negative. This should match the

Property Tax Relief Amount Total of the [Form 17TC](#).

Total Additional Property Tax Quietus

This is the total of the additional property tax quietus. The quietus worksheet calculates this total.

Total Property Tax Quietus (Net Property Tax for Distribution plus Additional Property Tax Quietus)

This is the total of the net property tax for distribution in the upper section of the quietus worksheet plus the additional property tax quietus. The Quietus Worksheet calculates this total.

Treasurer's Cash (Property Tax)

Treasurer's Property Tax at Certification

Enter the property tax total of column 3 of the [Form 49TC](#).

Less: Total Property Tax Advance Amount

Enter the property tax advance amounts on this line as a negative amount. The amount entered does not include excise tax advances. This should agree with the property tax advance amounts the county auditor certified.

Plus: Late Payment Penalty on Special Assessments to be distributed

Enter the late payment penalties on special assessments that were collected. This total should agree with the total amount of column 13 of the [Form 49TC](#).

Equals: Net Property Tax at Certification

This is the result of subtracting the total property tax advance amount from the county treasurer's property tax at certification. The worksheet will calculate this amount for you.

Plus: Balance of Property Tax Relief if the total amount of column 12 of the [Form 49TC](#) is a positive amount

Enter the total amount of column 12 of the [Form 49TC](#), if the amount is positive. This should match the Property Tax Relief Amount Total of the [Form 17TC](#).

Note: If the total amount of column 12 of the Form 49TC is positive, this indicates the county treasurer will need additional monies from the PTR fund for settlement.

Total Treasurer's Cash Available for Settlement

This is the total of the Net Property Tax at certification plus all of the additional settlement credit amounts as applicable. The worksheet calculates this total.

Auditor's Total Property Tax Quietus

An embedded formula pulls this amount from the property tax worksheet.

Balance Proof: Total Property Tax Quietus minus Treasurer's Cash Available for Settlement

This is the total of the quietus for property taxes less the amount on the cashbook after adjustments for additional settlement credit amounts (as applicable). The result of this calculation should be zero. The worksheet calculates this proof. If the result is not zero, review all entries to be certain there were no data entry errors. The county auditor and the county treasurer are only in balance when the quietus worksheet is equal to zero.

Additional Settlement Quietus

In this section, the other types of collections that need to be quietus and possibly distributed with settlement are entered. This may include surplus tax, Demand Fees, Tax Sale Costs, Conservancy District Collections, Sewer Liens, Weed Mowing Liens, Ineligible HSC Additional Tax, 99% Civil Penalty, and Ineligible HSC 1% Civil Penalty. There are additional lines available to list any of the additional collections to be distributed with settlement.

Note: This does not include Late Payment Penalties on Special Assessments

At the bottom of the Additional Settlement Quietus is a cell for the “Total Additional Quietus”. This is the total of the additional settlement quietus figures listed. The worksheet calculates this total.