



MEMORANDUM

TO: County Auditors
FROM: Janie Cope, Settlement Specialist
DATE: October 27, 2023
SUBJECT: Fall Settlement Forms, Submission and Review

The State Comptroller has released the 2023 fall settlement forms. The only update from prior settlement forms is the name change from Auditor of State to State Comptroller.

When prepping for your settlement, you will need to read the below guidance for the locations of forms, submitting settlement, and the review process.

Forms and Submission

All forms needed to complete your fall settlement are now available on the Comptroller FTP site. Once all forms are completed, they will need to be submitted using the FTP site found at <https://ftp.comptroller.in.gov/>.

Review and Approval

Once all settlement forms have been uploaded to the [Comptroller FTP](#) site, you will receive an email notification from the Comptroller's Office within one business day stating that your settlement has been received. If you do not receive the confirmation email, contact LocalGovernment@comptroller.in.gov.

The review of your settlement by the Comptroller's Office is designed around the settlement checklist that can be found with the settlement forms on the Comptroller FTP site. The Comptroller's Office strongly suggests **completing the checklist prior to submittal of the forms for review**.

To receive final approval of settlement, the following remittances must be provided:

- Excise Tax reported on the Excise Allocation Worksheet;
- Section C: Fines and Fees reported on the Settlement Form 105;
- Fines and Forfeitures (which are due November 1); and
- Judges' Supplemental Payments.

The Comptroller's Office may contact you during review for clarification and questions regarding your settlement. Once the review is complete, we will send an email of pre-approval of your settlement.

Distribution

Once your settlement has been 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.**

If you have any questions, please direct them to localgovernment@comptroller.in.gov or call Janie Cope at 317-233-1712.