
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors, County Auditors, and Software Vendors

FROM: Josh Jacoboski, Director of Data Analysis

SUBJECT: 2023 Data Submission Calendar

DATE: February 2, 2023

On-time property tax bills are a top priority for the Department of Local Government Finance (“Department”) for 2023 and 2024.

To achieve this objective, it is necessary for all involved in the assessment and property tax billing processes to understand that there are sequential deadlines for completing statutory responsibilities. Attached are key deadlines for the calendar year 2023. The deadlines below have been adjusted to reflect the last possible day on which or by which a particular task must be performed. Failure to meet these deadlines may jeopardize on-time tax billing.

The Department will issue additional detailed guidance on many of these topics to local officials throughout the year.

If you have any questions, please contact the Department at Support@dlgf.in.gov or (317) 234-4480.

PLEASE NOTE: This memorandum is simply intended to be informative and does not take the place of Indiana law. In the event any part of this memorandum conflicts with provisions of the Indiana Code, the Indiana Code governs.

2023 Data Submission Dates

Dates may change by action of the 2023 General Assembly.

Deadlines applicable to Pay 2023

March 1	Deadline for submission of assessors' annually assessed mobile home data (MOBILE, APPEALMH) for the calendar year 2023 (affects 2023-pay-2023 tax year). (50 IAC 26-20-6(b), (c))
March 15	Deadline for submission of auditors' tax billing data (TAXDATA, ADJMENTS) for 2022-pay-2023 taxes. (Ind. Code § 36-2-9-20). Please note that these data files are submitted as part of the county's abstract data submission in Gateway and do <i>not</i> need to be emailed separately to the Department's Data Inbox.

Deadlines applicable to Pay 2024

February 1	Deadline for submission of assessors' sales disclosure data (SALEDISC, SALECONTAC, SALEPARCEL, SDISCADDAR, and SDISCADDCCI) for the calendar year 2022 sales (affects 2023-pay-2024 tax year). (Ind. Code § 6-1.1-5.5-3) <i>Please note that 50 IAC 26-20-4 requires a monthly upload of sales disclosure records to Gateway.</i>
August 31	Deadline for submission of assessors' real property data (PARCEL, LAND, IMPROVE, DWELLING, BUILDING, BLDDTL, APPEAL) for the 2023-pay-2024 tax year. (Ind. Code § 6-1.1-4-25(b); 50 IAC 26-20-4(b) – (h))
August 31	Deadline for submission of assessors' oil & gas assessment data for those counties where applicable (OILGAS, OILGASALL) for the 2023-pay-2024 tax year. (Ind. Code § 6-1.1-4-25(b); 50 IAC 26-20-7(b), (c))
August 31	Deadline for submission of assessors' personal property data (PERSPROP, POOLDATA, APPEALPP) for the 2023-pay-2024 tax year. (Ind. Code § 6-1.1-4-25(b); 50 IAC 26-20-5(b)–(d))