
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
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TO: County Treasurers, Software Providers, and Print Vendors

FROM: Daniel Shackle, Commissioner

RE: Treasurer's Tax Statement (TS-1) for 2023

DATE: January 2, 2024

Under Ind. Code § 6-1.1-22-8.1, the Department of Local Government Finance ("Department") is required to prescribe the treasurer's property tax comparison statement, more commonly referred to as the property tax bill or "TS-1."

Under the statute, the TS-1 is required to contain important information about a taxpayer's current and historical tax liability. The form is designed to supply taxpayers with basic information about their assessed value, gross tax rate, deductions, and related information for the current and prior years. This form also contains information included in the Notice of Assessment, also known as the Form 11 notice. The Department also considers the remittance coupon page part of the TS-1 information. All taxpayers are to receive a copy of their bill even if there is a zero balance due.

As explained below, counties must use the boilerplate language prescribed in this TS-1 packet. Although the TS-1 is designed to accommodate certain local variations such as treasurer office hours and payment location information, the underlying boilerplate is to be used as-is. Only those portions of the TS-1 marked as "space reserved for county-specific information" or "county specific information" may be altered by the county. Vendors should ensure that the TS-1 they are using reflect the attached TS-1 for 2023 Pay 2024. The Department will review each county's TS-1. **All counties are required to submit their TS-1 to the Department prior to the printing/posting of tax bills. Copies are to be submitted to Jenny Banks at jbanks@dlgf.in.gov. Please allow ten (10) business days for review of the templates.**

County treasurers are ultimately responsible for ensuring that they use the correct TS-1. If the Department is notified of or becomes aware of forms or coupon pages that are not in compliance with the requirements as set forth in the attached documents, the Department may declare tax bills invalid and require new tax bills to be created at the county's expense.

2024 Payment Due Dates

The Department emphasizes that the 2023 Pay 2024 installment due dates are May 10, 2024, and November 12, 2024, respectively.

Online Tax Statements

It is the responsibility of the county treasurer to ensure that online tax statements are identical to the TS-1 mailed template. Similar to the mailed tax statements, online tax statements must be in compliance with the requirements as set forth in the attached documents.

Changes

The Department has attached a copy of the 2022 Pay 2023 TS-1 that includes the hand-made revisions for 2023 Pay 2024. The Department is providing this document so that vendors can more easily identify the changes. The revisions are all technical in nature with the exception of the remittance coupon, which is discussed in more detail below; there are no new fields or data points.

Tax Statement Formatting

The TS-1 is to be printed on white paper. The attached document has been prepared in standard (8.5x11) format.

The TS-1 is to be printed in black ink or with the designated colors and black ink.

State-approved calculation methods for all of the fields in the document are included with the document format.

Remittance Coupons

The attached unified coupon page contains the addition of a box for each installment coupon for the property address.

STATE FORM 53569 (R24 / 11-23)
APPROVED BY STATE BOARD OF ACCOUNTS, 2023

TREASURER FORM TS-1A
PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE IC 6-1.1-22-8.1

COUNTY: XX - NAME			SPRING INSTALLMENT REMITTANCE COUPON	
PARCEL NUMBER XX-XX-XX-XXX-XXX.XXX-XXX	COUNTY PARCEL NUMBER XX-XX-XX-XXX-XXX.XXX-XXX	TAX YEAR 2023 Payable 2024	Late Payment Penalty: 5% penalty after May 10, 2024, if there is no delinquent amount; 10% penalty for previous delinquency or if payment is made after June 10, 2024	
TAXING UNIT NAME	LEGAL DESCRIPTION XX XX			
PROPERTY ADDRESS XX				
(Bar Code)			SPRING AMOUNT DUE by May 10, 2024:	SXXX.XX
Property Owner Name Mailing Address Mailing City, State Zip Code			Pay by Phone: (XXX) XXX-XXXX Pay Online at: (Website) / (Phone)	
(OCR Code)			Remit Payment and Make Check Payable to: XXXXX County Treasurer Address Treasurer City, State Zip Code	

Again, the underlying boilerplate language is not to be altered, and only those sections marked “space reserved for county-specific information” or “county specific information” may be altered by the county.

Spring Coupon

COUNTY: XX - NAME

SPRING INSTALLMENT REMITTANCE COUPON

PARCEL NUMBER XX-XX-XX-XXX-XXX.XXX-XXX	COUNTY PARCEL NUMBER XX-XX-XX-XXX-XXX.XXX-XXX	TAX YEAR 2023 Payable 2024	Late Payment Penalty: 5% penalty after May 10, 2024, if there is no delinquent amount; 10% penalty for previous delinquency or if payment is made after June 10, 2024
TAXING UNIT NAME	LEGAL DESCRIPTION XX XX		
PROPERTY ADDRESS XX			
(Bar Code)		SPRING AMOUNT DUE by May 10, 2024:	\$XXX.XX
Property Owner Name Mailing Address Mailing City, State Zip Code		Pay by Phone: (XXX) XXX-XXXX Pay Online at: (Website) / (Phone) Remit Payment and Make Check Payable to: XXXXXX County Treasurer Address Treasurer City, State Zip Code	
(OCR Code)			

Field Descriptions

- County: XX – Name (county number and name – i.e. 01 – Adams)
- Parcel Number (18-digit state parcel number)
- County Parcel Number (county parcel number)
- Taxing Unit Name (taxing district – i.e. 015 – St. Marys Township)
- Legal Description (limit description to 72 characters)
- Property Address (limit address to 53 characters)
- (Bar Code) (scanable bar code, if not used, may omit)
- \$XXX.XX (total bill amount for Spring Installment)
- Pay online at: (online/phone payment information, if not available, may omit)
- (OCR Code) (OCR Code, if not used, may omit)

Field Formatting

- County: XX – Name (Times New Roman – 12 pt./Bold)
- Spring Installment Title (Times New Roman – 12 pt./Bold)
- Parcel Numbers (Field Title: Times New Roman – 6 pt./Bold)
(Parcel Number: Times New Roman – 10 pt.)
- County Parcel Number (Field Title: Times New Roman – 6 pt./Bold)
(County/Duplicate Number: Times New Roman – 10 pt.)
- Tax Year (Field Title: Times New Roman – 6 pt./Bold)
(Tax Year: Times New Roman – 10 pt.)
- Late Payment Penalty (Times New Roman – 9 pt./ Bold “Late Payment Penalty:”)
- Spring Amount Due (Times New Roman – 11 pt./Bold)
- Property Owner Information (Times New Roman – 10 pt.)
- Payment Information (Times New Roman – 10 pt.)

Fall Coupon

COUNTY: XX - NAME

FALL INSTALLMENT REMITTANCE COUPON

PARCEL NUMBER XX-XX-XX-XXX-XXX.XXX-XXX	COUNTY PARCEL NUMBER XX-XX-XX-XXX-XXX.XXX-XXX	TAX YEAR 2023 Payable 2024	Late Payment Penalty: 5% penalty after November 12, 2024, if there is no delinquent amount; 10% penalty for previous delinquency or if payment is made after December 12, 2024
TAXING UNIT NAME	LEGAL DESCRIPTION XX XX		
PROPERTY ADDRESS XX			
(Bar Code)		FALL AMOUNT DUE by November 12, 2024:	\$XXX.XX
Property Owner Name Mailing Address Mailing City, State Zip Code			Pay by Phone: (XXX) XXX-XXXX Pay Online at: (Website) / (Phone)
(OCR Code)			Remit Payment and Make Check Payable to: XXXXXX County Treasurer Address Treasurer City, State Zip Code

Field Descriptions

- County: XX – Name (county number and name – i.e. 01 – Adams)
- Parcel Number (18-digit state parcel number)
- County Parcel Number (county parcel number)
- Taxing Unit Name (taxing district – i.e. 015 – St. Marys Township)
- Legal Description (limit description to 72 characters)
- Property Address (limit address to 53 characters)
- (Bar Code) (scannable bar code, if not used, may omit)
- \$XXX.XX (total bill amount for Spring Installment)
- Pay online at: (online/phone payment information, if not available, may omit)
- (OCR Code) (OCR Code, if not used, may omit)

Field Formatting

- County: XX – Name (Times New Roman – 12 pt./Bold)
- Spring Installment Title (Times New Roman – 12 pt./Bold)
- Parcel Numbers (Field Title: Times New Roman – 6 pt./Bold)
(Parcel Number: Times New Roman – 10 pt.)
- County Parcel Number (Field Title: Times New Roman – 6 pt./Bold)
(County/Duplicate Number: Times New Roman – 10 pt.)
- Tax Year (Field Title: Times New Roman – 6 pt./Bold)
(Tax Year: Times New Roman – 10 pt.)
- Late Payment Penalty (Times New Roman – 9 pt./ Bold “Late Payment Penalty”)
- Fall Amount Due (Times New Roman – 11 pt./Bold)
- Property Owner Information (Times New Roman – 10 pt.)
- Payment Information (Times New Roman – 10 pt.)

Information Section

COUNTY: XX - NAME

TAXPAYERS' COPY – KEEP FOR YOUR RECORDS

PARCEL NUMBER XX-XX-XX-XXX-XXX.XXX-XXX	COUNTY PARCEL NUMBER XX-XX-XX-XXX-XXX.XXX-XXX	TAX YEAR 2023 Payable 2024	DUE DATES SPRING – May 10, 2024 FALL – November 12, 2024
TAXING UNIT NAME	LEGAL DESCRIPTION XX		

DATE OF STATEMENT: XX/XX/XXXX

TOTAL DUE FOR 23 PAY 24: SXXX.XX

PROPERTY ADDRESS	
PROPERTY TYPE	TOWNSHIP
ACRES	COUNTY SPECIFIC RATE/CREDIT

ITEMIZED CHARGES	SPRING TOTAL	FALL TOTAL
Tax	\$XXX.XX	\$XXX.XX
Delinquent Tax	\$XXX.XX	\$XXX.XX
Delinquent Penalty	\$XXX.XX	\$XXX.XX
Other Assessment (OA)	\$XXX.XX	\$XXX.XX
Delinquent OA Tax	\$XXX.XX	\$XXX.XX
Delinquent OA Penalty	\$XXX.XX	\$XXX.XX
Fees (County Specific Charge)	\$XXX.XX	\$XXX.XX
Amount Due	\$XXX.XX	\$XXX.XX
Payment Received	\$XXX.XX	\$XXX.XX
Balance Due	SXXX.XX	SXXX.XX

Property Owner Name
Mailing Address
Mailing City, State Zip Code

Field Descriptions

- County: XX – Name (county number and name – i.e. 01 – Adams)
- Parcel Numbers (18-digit state parcel number)
- County Parcel Number (county parcel number)
- Taxing Unit Name (taxing district – i.e. 015 – St. Marys Township)
- Legal Description (limit description to 72 characters)
- Date of Statement (statement date)
- Property Address (property address)
- Property Type (property type; if not used, may leave blank)
- Township (township name)
- Acres (acreage; if not used, can leave blank)
- County Specific Rate/Credit (county specific rate/credit – i.e. local homestead credit, CREDIT credit, LIT rate, etc.; if not used, can leave blank)
- Total Due for 23 Pay 24 (overall tax liability for 23 Pay 24)
- Other Assessment (OA) (other assessment amount)
- Delinquent OA Tax (delinquent other assessment tax)
- Delinquent OA Penalty (delinquent other assessment penalty)
- County Specific Charge (county specific charge – i.e. storm water fee, solid waste fee, ditch fee, etc.; if not used, can omit)
- Amount Due (amount due prior to receipt of any payments)
- Balance Due (outstanding tax liability, minus any payments received)

Field Formatting

- County: XX – Name (Times New Roman – 12 pt./Bold)
- Taxpayers' Copy Title (Times New Roman – 12 pt./Bold)
- Field Titles (Times New Roman – 6 pt./Bold)
- Field Information (Times New Roman – 10 pt./Bold Due Dates)
- Date of Statement (Times New Roman – 10 pt./Bold)

- Total Due for 23 Pay 24 (Times New Roman – 12 pt./Bold and Small Caps)
- Itemized Charges (Times New Roman – 10 pt./Bold and All Caps)
- Specific Charges (Times New Roman – 10 pt.)
- Amount Due (Times New Roman – 10 pt./Bold)
- Payment Received (Times New Roman – 10 pt.)
- Balance Due (Times New Roman – 10 pt./Bold)
- Property Owner Information (Times New Roman – 10 pt.)

Back of Coupon

COUNTY SPECIFIC INFORMATION

FOR YOUR RECORDS

FIRST INSTALLMENT

Check Number	Date Sent	Amount

SECOND INSTALLMENT

Check Number	Date Sent	Amount

COUNTY OPTION

Field Descriptions

- County Specific Information (space for any additional county-specific information)
- First Installment (receipt for Spring Installment payment)
- Second Installment (receipt for Fall Installment payment)
- Large Boxes (space for county to stamp/ mark payment confirmation)

Field Formatting

- County Specific Information (Times New Roman – 10 pt.)
- Installment Fields (Times New Roman – 10 pt.)(Box Size: 0.5” x 0.5”)
- Large Boxes (Box Size: 2.4” x 2.0”)

Watermark/Information for Taxpayers with Escrow Payments

Similar to the 2022 Pay 2023 TS-1 Coupon Page, counties have the option of including either “For Informational Purposes Only” or “In Escrow” as a watermark for those taxpayers that have property tax payments that are made from their respective financial institutions. In an effort to avoid having taxpayers submit property tax payments in addition to the payments that will be made by their respective financial institutions, counties may also include a cover letter with tax bills further instructing taxpayers with payments in escrow that the tax bills have been sent to them to ensure that they have a copy and clarifying that no additional payments are necessary.

For questions about the TS-1, please contact Jenny Banks at (317) 234-4376 or jbanks@dlgf.in.gov.