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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 974-1629

**TO: County Assessors, County Auditors, and Software Vendors**

**FROM: Josh Jacoboski, Director of Data Analysis**

**SUBJECT: 2024 Data Submission Calendar**

**DATE: February 7, 2024**

On-time property tax bills are a top priority for the Department of Local Government Finance (“Department”) for 2024 and 2025.

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 2024. 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](mailto: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.

## **2024 Data Submission Dates**

Dates may change by action of the 2024 General Assembly.

### **Deadlines applicable to Pay 2024**

March 1	Deadline for submission of assessors' annually assessed mobile home data (MOBILE, APPEALMH) for the calendar year 2024 (affects 2024-pay-2024 tax year). (50 IAC 26-20-6(b), (c))
March 15	Deadline for submission of auditors' tax billing data (TAXDATA, ADJMENTS) for 2023-pay-2024 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 2025**

February 1	Deadline for submission of assessors' sales disclosure data (SALEDISC, SALECONTAC, SALEPARCEL, SDISCADDAR, and SDISCADDCCI) for the calendar year 2023 sales (affects 2024-pay-2025 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 2024-pay-2025 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 2024-pay-2025 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 2024-pay-2025 tax year. (Ind. Code § 6-1.1-4-25(b); 50 IAC 26-20-5(b)–(d))