

**DECEMBER**  
**2011**  
**SETTLEMENT**  
**INSTRUCTIONS**

# DECEMBER 2011 SETTLEMENT INSTRUCTIONS

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# December 2011 Settlement Instructions

## Approval Filing

Settlement filing is accomplished by emailing worksheets and documents that are in an electronic format and by faxing documents that are not in an electronic format to the Settlement Department. The following documents must be emailed to the Settlement Department when the December Settlement is filed with the Auditor of State's Office:

- ✓ Settlement Sheet Form 105. The Settlement Sheet Form 105 will be a spreadsheet provided by the Auditor of State's office. You must use the Settlement Form 105 provided by the Auditor of State's office when the settlement is emailed to the Settlement Department for approval.
- ✓ County Treasurer's Certificate of Tax Collections Form 49TC. The Form 49TC is an Excel worksheet provided by the Auditor of State's Office. If you have your own 49TC, it may be used as long as it is **exactly** the same as the 49TC provided by the Auditor of State's Office.
- ✓ Settlement of Property Tax Replacement Credit (PTRC) and Homestead Credit (HSC) Form 105A. The Form 105A will be a spreadsheet provided by the Auditor of State's Office. For **pre-approval only** you can substitute the prescribed form with a report from your computer system, or reports created from spreadsheet or word processing software as long as the substitute contains the same information as the prescribed form.
- ✓ Certificate of Error Summary. This report is a spreadsheet provided by the Auditor of State's Office. If you have your own Certificate of Error Summary, it may be used as long as it is **exactly** the same as the 49TC provided by the Auditor of State's Office. There are columns on the spreadsheet that verify the individual credit amounts equal the total property tax replacement credit and total homestead credit.
- ✓ Certificate of Tax Refunds Form 17TC. The form 17TC is an Excel worksheet provided by the Auditor of State's office. If you have your own 17TC, it may be used as long as it is **exactly** the same as the 17TC provided by the Auditor of State's Office. There are columns on the spreadsheet that verify the individual credit amounts equal the total property tax replacement credit and total homestead credit.
- ✓ Certificate of Homestead Credit Refunds Form 17HC (**Summary form only**). You can substitute the prescribed form with a report from your computer system, or reports created from spreadsheet or word processing software as long as the substitute contains the same information as the prescribed form.
- ✓ The Excise Tax Allocation Deduction Calculation Worksheet must be submitted. This is an Excel worksheet that was provided by the Auditor of State's office. You must use the current worksheet provided.

- ✓ The 2008 and Prior Delinquent Tax and Penalty Collection Fund Deduction Calculation Worksheet. This worksheet is an Excel worksheet that was provided by the Auditor of State's Office. You must use the current worksheet provided.
- ✓ State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet and, if applicable one State and Local Property Tax Replacement Credit Reconciliation Worksheet. These worksheets are provided by the Auditor of State's Office. If you have your own State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet and/or State and Local Property Tax Replacement Credit Reconciliation Worksheet, it may be used as long as it is **exactly** the same as the 49TC provided by the Auditor of State's Office.
- ✓ Treasurer/Auditor Excise Tax Reconciliation Worksheet. This worksheet is an Excel worksheet that was provided by the Auditor of State's Office. You must use the current worksheet provided.

Once you receive approval, you can proceed with settlement. You will not receive an official approval until you have signed and returned the printed Settlement Sheet we provide you. Also, to receive an official approval the SWETA, 2009 welfare and 2009 school excise tax allocations due the state, the state's portion of 2008 & prior delinquent tax collections, and, if any, the property tax replacement credit and state homestead credit due the state must be remitted. The fines and fees must also be remitted. The fines and fees, SWETA, 2009 welfare and 2009 school excise tax allocations due the state, the state's portion of 2008 & prior delinquent tax collections, and if any, the property tax replacement credit and state homestead credit due the state can be combined on one check. You will need to provide a breakdown of the amount remitted.

If you mail the settlement, it is recommended you do not use certified mail service. Regular mail service or overnight mail services work better for deliveries to our office. The overnight mail services do generally deliver to our office by the next day.

**Mailing address:** Auditor of State  
Settlement Director  
Room 240 State House  
200 W. Washington  
Indianapolis, IN 46204-2793

## SETTLEMENT HIGHLIGHTS

- Counties who have adopted local property tax replacement credit and/or homestead credit and/or residential property tax replacement credit must include these credit dollars in the December 2011 Settlement. Settlements that do not include the local property tax credit dollars will not be approved.
- Continuing with this settlement is a deduction from property tax of a portion of the collection of 2008 and prior delinquent taxes and penalties. This deduction is made before the calculation of the distribution of property taxes. You must read the “**DELINQUENT TAX AND PENALTY DEDUCTION INSTRUCTIONS**” included later in these December Settlement instructions. The Auditor of State’s office will provide worksheets for all counties including those counties affected by the school district shortfalls.
- Continuing with this settlement are the Excise Tax Allocation Deductions. You must read the “**EXCISE TAX ALLOCATION DEDUCTIONS**” instructions included later in these December Settlement instructions.
- A reminder to LOIT Operating Levy Freeze counties. The LOIT Operating Levy Freeze Equivalency Rates provided to you by the DLGF are to be added to the certified property tax rates and the combined rates are used for the distribution of excise tax.
- Adjusted property tax rates and not DLGF certified property tax rates must be used to calculate property tax distributions by county auditors in counties where circuit breaker credit exempt referendum funds exist. Also, Lake and St Joseph must use adjusted property tax rates where circuit breaker exempt debt service and lease rental funds exist. Adjusted property tax rates are calculated by the auditor of state’s office and provided to the county auditors of the affected counties.
- A checklist to verify the settlement documentation is correct and in balance is available. The check list **must** be used prior to sending settlement documents for approval.
- Please review the Fines and Fees section for new information concerning Adult and Juvenile Interstate Compact Fees.

The following instructions are organized in the recommended order of completion. **Please read the following instructions completely before beginning the December Settlement. Also, this year’s settlement instructions include details pertaining to the county treasurer.**

## Recommended Steps to Completing the December Settlement

### RECOMMENDED STEPS TO COMPLETING THE DECEMBER SETTLEMENT

#### READ INSTRUCTIONS

Before you begin the settlement I suggest you read these instructions and the State Board of Accounts instructions in Sections M, N and O of Chapter 9 of the County Auditor's Manual and, if available, settlement instructions provided by your tax system vendor. **If there are instructions for your tax system you must follow those instructions in the order required by your tax system. If the order of completion required by your tax system is different than the order of completion suggested in the following instructions, then the order of completion required by your tax system supersedes order of completion suggested in the following instructions.**

#### **Forms that may be completed prior to receiving tax collection certifications:**

While waiting to receive tax collection certifications from the treasurer there are some things that can be done.

- √ The Certificate of Error Register, Form 127CER, the Certificate of Error Summary, the Certificate of Tax Refunds, Form 17TC, and the Certificate of Refunds of Omitted Homestead Credits, Form 17HC, can be prepared. Whether these forms are prepared prior to receiving certified tax collections from the treasurer, or after receiving the certified tax collections, these forms need to be completed prior to preparing the Form 102 Apportionment Sheet or running the process in your tax system to create the Apportionment Sheet **Before these forms are prepared you must read the instructions pertaining to these forms and read the explanation of separating property tax replacement credit and homestead credit between state and local dollars. The Certificate of Error Register, Form 127CER, the Certificate of Error Summary, the Certificate of Tax Refunds, Form 17TC, and the Certificate of Refunds of Omitted Homestead Credits, Form 17HC remain the same from the changes made for 2007 pay 2008 for all counties due to HEA 1001 State Homestead Credit and have additionally changed for some counties due to the adoption of local property tax replacement and/or homestead credits.**

## **Recommended Steps to Completing the December Settlement (continued)**

- √ The examination of record payments can be entered on the Certificates of Tax Distribution, Form 22's. See State Board of Accounts Memo dated 7/23/09 for an explanation of the deduction of examination of records for school units.
- √ Tax advances can be entered on the Certificates of Tax Distribution, Form 22's. **Verify that your total property tax and excise tax advance amount agrees with the treasurer's total property tax and excise tax advance amount.**
- √ Excise tax ledger can be completed and balanced with the treasurer. We have provided for your use a Treasurer/Auditor Excise Tax Reconciliation worksheet to use to balance excise tax with the treasurer. Once the balance has been verified the apportionment can be calculated (if your tax system software allows the apportionment of excise tax prior to the apportioning of property tax). **Before excise tax is apportioned, the Excise Tax Allocation MUST be subtracted from each taxing district's total excise tax. The counties that adopted the Operating Levy Freeze LOIT must follow the excise tax apportionment instructions in the auditor of state May 15, 2008 memorandum.**

### **Steps to complete after Treasurer has certified tax collections:**

Once the Treasurer has certified tax collections the following steps are recommended to complete the December Settlement. If your tax system instructions require an order of completion different than the following suggested order, then your tax system required order to completion supersedes the following suggested order.

When the treasurer has finished posting payments, then the unpaid tax and penalty amounts must be determined. This process is typically done by running the fall penalty process of your tax system. You must consult your tax system instructions to determine the proper step to take at this point and whether it is a process ran by the auditor or the treasurer.

- √ If the Certificate of Error Summary and Certificate of Tax Refunds (Form 17TC) have not been completed prior to this point, then those will need to be completed prior to completing the apportionment sheet.
- √ The State's Share of the 2008 & Prior Delinquent Tax and Penalty amounts collected will need to be determined. The amount in the last column of the Del Tax Deduction Calculation Worksheet will be entered on the Apportionment Sheet, Form 102. Please see the instructions for the Delinquent Tax and Penalty Deductions included later in these December Settlement Instructions.

After the unpaid tax and penalty amounts have been determined, then the Apportionment Sheet Form 102 can be prepared. Most tax systems produce apportionment worksheets (also known as December Settlement worksheets). If your system does not produce apportionment worksheets, then you will need to manually complete the Form 102. Form 102 instructions are included later in these December Settlement Instructions.

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## **Recommended Steps to Completing the December Settlement continued)**

- √ When the apportionment sheet is completed, then columns 8 through 13 in Section 1 of the Treasurer's Certificate of Tax Collections Form 49TC can be completed. Form 49TC instructions are included later.
- √ When the apportionment sheet is completed, then the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet can be completed. State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet instructions are included later in these December Settlement Instructions.
- √ When the apportionment sheet is completed, then, if applicable, the State and Local Property Tax Replacement Credit Reconciliation Worksheet can be completed. State and Local Property Tax Replacement Credit Reconciliation Worksheet instructions are included later in these December Settlement Instructions.
- √ When the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet and, if applicable, the State and Local Property Tax Replacement Credit Reconciliation Worksheet is completed, then columns 14 through 28 in Section 2 of the Treasurer's Certificate of Tax Collections 49TC can be completed.
- √ The Settlement Sheet 105 and the Report of Settlement of State Property Tax Replacement and Homestead Credits Received from the State, Form 105A is completed after:
  - All apportionment sheets are completed
  - The homestead credit reconciliation worksheet is completed
  - If applicable, the property tax replacement credit reconciliation worksheet is completed
  - The 49TC is completed

Settlement Sheet Form 105 and Report of Settlement of State Property Tax Replacement and Homestead Credits Received from the State, Form 105A instructions are included later in these December Settlement Instructions.

- √ **Use the provided December settlement checklist to be certain all settlement data balances and is reported correctly.**
- √ At this point the settlement should be ready to send to the auditor of state for approval. Please read page one of these instructions for the approval requirements.
- √ After the auditor of state has approved the settlement, then you can proceed with the settlement process.
- √ The Quietus Worksheet can be prepared next. We urge you to use the Quietus Worksheet provided by the Auditor of State's office. Instructions to complete the Quietus Worksheet are included later in these December Settlement Instructions.

## **Recommended Steps to Completing the December Settlement (continued)**

- √ Complete the Certificates of Tax Distribution Form 22's and balance to the Quietus Worksheet.
- √ Prepare settlement quietuses and distribution warrants. These should balance to the quietus worksheet and certificates of tax distribution.
- √ Balance settlement quietuses and warrants with the treasurer.
- √ After the settlement has been approved by the Auditor of State and is in balance with the County Treasurer, then issue distribution warrants to taxing units and pay the taxes due the State. If this step is prior to December 31, then also pay the fines and fees due the State.
- √ If the above step is to occur after December 31, then pay the State the fines and fees amount prior to December 31. ***The fines and fees due the State must be paid on or before December 31.***

## **CERTIFICATE OF ERROR REGISTER AND SUMMARY**

We are not requiring a change to the certificate of error register for the settlement, but **you must use the worksheet we provide for the certificate of error register summary**. The reason you must use our certificate of error summary is that on the Certificate of Error Line (line 7) of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet the homestead credit associated with corrections to taxes must be separated between all homestead credits as applicable.

Also, if applicable, some counties that have local property tax replacement credit will have to complete the State and Local Property Tax Replacement Credit Reconciliation Worksheet for corrections of error prior to the 2008 pay 2009 taxes. On the Certificate of Error Line (line 7) of the State and Local Property Tax Replacement Credit Reconciliation Worksheet the property tax replacement credit associated with corrections to 2007 pay 2008 taxes and prior year's taxes must be separated between state property tax replacement credit and local property tax replacement credit as applicable.

Our certificate of error summary has separate property tax replacement credit and homestead credit columns for each possible type of property tax replacement credit and homestead credit. The separation of property tax replacement credit or homestead credit must be completed for each taxing district. To separate the property tax replacement credit or homestead credit between the types of property tax replacement credit or homestead credit, the property tax replacement credit or homestead credit is divided by the total property tax replacement credit or homestead credit rate to get an allocation factor. The allocation factor is multiplied times each property tax replacement credit or homestead credit rate to get the separate property tax replacement credit or homestead credit amounts. The separate property tax replacement credit or homestead credit amounts must be summed to make certain the total of the separate amounts equal the total of property tax replacement credit or homestead credit that is being separated between the types of property tax replacement credit or homestead credit. A small rounding adjustment will most likely have to be made to one of the separate amounts so that the total of the separate amounts equal the total property tax replacement credit or homestead credit that is being separated between the types of property tax replacement credit or homestead credit.

**I suggest that you don't calculate the separation of property tax replacement credit or homestead credit for each certificate of error listed on the certificate of error register. I suggest you determine the total homestead or property tax replacement credit for each tax year and calculate the separation of property tax replacement credit or homestead credit in total for each year.**

For 2010 pay 2011, 2009 pay 2010 and for 2008 pay 2009 certificates of error, counties that have local property tax replacement credit the property tax replacement credit will be all local property tax replacement credit. The preceding approach to determining 2009 pay 2010 homestead credit and prior year homestead credit should be the same approach taken to determine 2009 pay 2010 property tax replacement credit and prior year property tax replacement credit with two differences. One difference is the 2007 pay 2008 and prior property tax replacement credit will have to be reviewed to determine what amount is non-business property tax replacement credit and what amount is business property tax replacement credit, because the total property tax replacement credit rate used to calculate the separation of the state and local property tax replacement credit amounts will be different for non-business property tax replacement credit and business property tax replacement credit.

## CERTIFICATE OF ERROR REGISTER AND SUMMARY - Continued

The second difference is all replacement credit on corrections of error for tax years **prior** to 2007 pay 2008 is state property tax replacement credit, because no county had local property tax replacement credit prior to 2007 pay 2008 taxes.

The certificate of error summary we provide has five lines for each taxing district for you to separately show tax year totals. If you need more than five lines contact our office and we will modify the summary worksheet for your county.

**Following is an example of the determining the amounts for the certificate of error summary:**

For this example there are certificates of error (COE) for four tax years, 2010 pay 2011, 2009 pay 2010, 2008 pay 2009, and 2007 pay 2008.

COE Total Gross Tax	210,000
COE Total PTRC	35,750
COE Total HSC	20,350
COE Total Statement Processing Charges & Penalties	1,100
COE Total Entered on Tax Duplicate	155,000
2007 Pay 2008 COE Total Gross Tax	127,500
2007 Pay 2008 COE Total PTRC	28,320
2007 Pay 2008 COE Total HSC	16,745
2007 Pay 2008 COE Total Statement Processing Charges & Penalties	970
2007 Pay 2008 COE Total Entered on Tax Duplicate	83,405
2008 Pay 2009 COE Total Gross Tax	15,000
2008 Pay 2009 COE Total PTRC	3,750
2008 Pay 2009 COE Total HSC	1,970
2008 Pay 2009 COE Total Statement Processing Charges & Penalties	110
2008 Pay 2009 COE Total Entered on Tax Duplicate	9,390
2009 Pay 2010 COE Total Gross Tax	7,500
2009 Pay 2010 COE Total PTRC	1,680
2009 Pay 2010 COE Total HSC	985
2009 Pay 2010 COE Total Statement Processing Charges & Penalties	20
2009 Pay 2010 COE Total Entered on Tax Duplicate	4,855
2010 Pay 2011 COE Total Gross Tax	60,000
2010 Pay 2011 COE Total PTRC	2,000
2010 Pay 2011 COE Total HSC	650
2010 Pay 2011 COE Total Statement Processing Charges & Penalties	00
2010 Pay 2011 COE Total Entered on Tax Duplicate	57,350

## **CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued**

Once the totals for each year are determined, then the property tax replacement credit and homestead credit amounts are separated between the types of property tax replacement credit and homestead credit. The separation is based on the property tax replacement and homestead credit rates for each year.

Following is the calculation of the separation of property tax replacement credit and homestead credit for this example.

In this example the county had State and LOIT PTRC, State HSC, HEA1001 and CEDIT homestead credit for 2007 pay 2008. For 2008 pay 2009 the county had LOIT PTRC, HEA 1001 and CEDIT homestead credit. For 2009 pay 2010 the county had LOIT PTRC, HEA1001, CEDIT homestead credit and LOIT residential property tax replacement credit (LOIT Res PTRC). For 2010 pay 2011 the county had LOIT PTRC, CEDIT HSC and LOIT Res PTRC.

**In this example the LOIT Res PTRC amount of the correction of error is included with the total homestead credit amount. If your county adopted LOIT Res PTRC you may need to review your C of E's to determine if those C of E's also included other types of homestead credit or just LOIT Res PTRC. If the C of E is on a parcel with LOIT Res PTRC only, then there is no need to calculate a breakdown between types of homestead credit.**

In this example the property tax replacement credit and homestead credit rates for each year are as follows:

### **2007 Pay 2008 PTRC & HSC Rates**

Non-business PTRC Rate	23.0559
Business PTRC Rate	13.0885
LOIT PTRC Rate	19.2073
State HSC Rate	10.5588
HEA1001 State HSC Rate	28.8846
CEDIT HSC Rate	9.4129

### **2008 Pay 2009 PTRC & HSC Rates**

LOIT PTRC Rate	19.2073
HEA1001 State HSC Rate	21.4252
CEDIT HSC Rate	13.1781

### **2009 Pay 2010 PTRC & HSC Rates**

LOIT PTRC Rate	11.0978
HEA1001 State HSC Rate	4.9309
CEDIT HSC Rate	7.0865
LOIT Res PTRC Rate	10.6453

### **2010 Pay 2011 PTRC & HSC Rates**

LOIT PTRC Rate	10.5432
CEDIT HSC Rate	5.6790
LOIT Res PTRC Rate	7.8910

## CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued

The allocation of the 2007 pay 2008 PTRC and HSC is as follows.

The 2007 pay 2008 COE total PTRC of \$28,320 does have to be separated between state and local property tax replacement credit because there was state property tax replacement credit and local (LOIT) property tax replacement credit in 2007 pay 2008.

**Whenever there is state and local property tax replacement credit an additional review of the certificates of error has to be done to determine if the certificate of error is for non-business property or business personal property. The reason is that the total property tax replacement credit rate is different for non-business property than it is for business personal property.**

In this example the additional review of the 2007 pay 2008 certificates of error revealed that \$22,655 of the total 2007 pay 2008 PTRC is on non-business property and \$5,665 of the total 2007 pay 2008 PTRC is on business personal property. The calculation of the state and local property tax replacement credit must be done separately for non-business and business property tax replacement credit as follows.

**The PTRC on non-business property is separated between State PTRC and LOIT PTRC as follows:**

**First step** is to determine the total non-business PTRC rate for 2007 pay 2008. In this example that is determined by summing the 2007 pay 2008 State Non-business PTRC and LOIT PTRC rates.

2007 Pay 2008 State Non-business PTRC Rate	23.0559
Plus: 2007 Pay 2008 LOIT PTRC Rate	+ 19.2073
Equals Total 2007 Pay 2008 Non-business PTRC Rate	= 42.2632

**Second step** is divide the 2007 pay 2008 total Non-business PTRC amount of \$22,655 by the 2007 pay 2008 total Non-business PTRC rate of 42.2632 to get an allocation factor.

2007 Pay 2008 Total Non-business PTRC	\$22,655
Divided by 2007 Pay 2008 Total Non-business PTRC Rate	÷ 42.2632
Equals 2007 Pay 2008 Allocation Factor	= 536.05

**Third step** is to multiply the allocation factor times the 2007 pay 2008 State Non-business PTRC rate and the 2007 pay 2008 LOIT PTRC rate to get the 2007 pay 2008 State Non-business PTRC amount and the 2007 pay 2008 LOIT PTRC amount on non-business property.

2007 Pay 2008 Allocation Factor	536.05
Times 2007 Pay 2008 State Non-business PTRC Rate	x 23.0559
Equals 2007 Pay 2008 State Non-business PTRC Amount	= 12,359.12

2007 Pay 2008 Allocation Factor	536.05
Times 2007 Pay 2008 LOIT PTRC Rate	x 19.2073
Equals 2007 Pay 2008 LOIT PTRC on non-business property Amount	= 10,296.07

## CERTIFICATE OF ERROR REGISTER AND SUMMARY - Continued

**Fourth step** is to sum the separate amounts to verify that the total equals the original total. If the total of the separate amounts do not equal the original total and the difference is a small amount, then the difference is due to rounding and a rounding adjustment will need to be made to one of the separate amounts.

2007 Pay 2008 State Non-business PTRC Amount	12,359.12
Plus: 2007 Pay 2008 LOIT PTRC on non-business property Amount	+ <u>10,296.07</u>
Equals 2007 Pay 2008 Total of Separate Amounts	= 22,655.19
Original 2008 Pay 2009 Total Non-business PTRC	22,655.00
Minus: 2008 Pay 2009 Total of Separate Amounts	- <u>22,655.19</u>
Difference	(0.19)

In this example the two totals do not agree by a negative 0.19 . The negative 0.19 is considered a small amount and is due to rounding. In this example a negative 0.19 rounding adjustment will be made to the LOIT PTRC on non-business property amount. In this example the separate property tax replacement credit amounts are as follows.

2007 Pay 2008 State Non-business PTRC Amount	12,359.12
2007 Pay 2008 LOIT PTRC on non-business property Amount (10,296.07 - 0.19)	+ <u>10,295.88</u>
2007 Pay 2008 Total Non-business PTRC	= 22,655.00

**The PTRC on business personal property is separated between State PTRC and LOIT PTRC as follows:**

**First step** is to determine the total business PTRC rate for 2007 pay 2008. In this example that is determined by summing the 2007 pay 2008 State Business PTRC and LOIT PTRC rates.

2007 Pay 2008 State Business PTRC Rate	13.0885
Plus: 2007 Pay 2008 LOIT PTRC Rate	+ <u>19.2073</u>
Equals Total 2007 Pay 2008 Business PTRC Rate	= 32.2958

**Second step** is divide the 2007 pay 2008 total Business PTRC amount of \$5,665 by the 2007 pay 2008 total Business PTRC rate of 32.2958 to get an allocation factor.

2007 Pay 2008 Total Business PTRC	\$5,665
Divided by 2007 Pay 2008 Total Business PTRC Rate	÷ <u>32.2958</u>
Equals 2007 Pay 2008 Allocation Factor	= 175.41

**Third step** is to multiply the allocation factor times the 2007 pay 2008 State Business PTRC rate and the 2007 pay 2008 LOIT PTRC rate to get the 2007 pay 2008 State Business PTRC amount and the 2007 pay 2008 LOIT PTRC amount on business personal property.

2007 Pay 2008 Allocation Factor	175.41
Times 2007 Pay 2008 State Business PTRC Rate	x <u>13.0885</u>
Equals 2007 Pay 2008 State Business PTRC Amount	= 2,295.85

## CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued

2007 Pay 2008 Allocation Factor	175.41
Times 2007 Pay 2008 LOIT PTRC Rate	<u>x 19.2073</u>
Equals 2007 Pay 2008 LOIT PTRC on business personal property Amount	= 3,369.15

**Fourth step** is to sum the separate amounts to verify that the total equals the original total. If the total of the separate amounts do not equal the original total and the difference is a small amount, then the difference is due to rounding and a rounding adjustment will need to be made to one of the separate amounts.

2007 Pay 2008 State Business PTRC Amount	2,295.85
Plus: 2007 Pay 2008 LOIT PTRC on business personal property Amount	<u>+ 3,369.15</u>
Equals 2007 Pay 2008 Total of Separate Amounts	= 5,665.00

Original 2007 Pay 2008 Total Business PTRC	5,665.00
Minus: 2007 Pay 2008 Total of Separate Amounts	<u>- 5,665.00</u>
Difference	= .00

In this example the two totals agree so no rounding adjustment will be made to the LOIT PTRC on business personal property amount. In this example the separate property tax replacement credit amounts are as follows.

2007 Pay 2008 State Business PTRC Amount	2,295.85
Plus 2007 Pay 2008 LOIT PTRC on business personal property Amount	<u>+ 3,369.15</u>
Equals 2007 Pay 2008 Total Business PTRC	= 5,665.00

The total 2007 pay 2008 state and local property tax replacement credit amounts are as follows.

2007 Pay 2008 State Non-business PTRC Amount	12,359.12
Plus 2007 Pay 2008 State Business PTRC Amount	<u>+ 2,295.85</u>
Equals Total 2007 Pay 2008 State PTRC Amount	= 14,654.97

2007 Pay 2008 LOIT Non-business PTRC Amount	10,295.88
Plus 2007 Pay 2008 LOIT Business PTRC Amount	<u>+ 3,369.15</u>
Equals 2007 Pay 2008 LOIT PTRC Amount	= 13,665.03

**The final step** in the separating of the property tax replacement credit between state and local property tax replacement is to verify that the total of the State PTRC and LOIT PTRC agrees with the original total PTRC amount.

Total 2007 Pay 2008 State PTRC Amount	<b>14,654.97</b>
Plus: Total 2007 Pay 2008 LOIT PTRC Amount	<u>+ 13,665.03</u>
Equals Total 2007 Pay 2008 State and LOIT PTRC	= <b>28,320.00</b>

## CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued

Original Total 2007 Pay 2008 PTRC Amount	28,320.00
Minus Total 2007 Pay 2008 State and LOIT PTRC	<u>- 28,320.00</u>
Difference	0.00

At this point the two totals should equal and there should not be a need for a rounding adjustment because the rounding adjustments, if any, were made earlier in the calculations. If the two totals do not agree, then the previous calculations must be checked and corrected.

The 2007 pay 2008 COE total **HSC of \$16,745 does have to be separated between State, HEA1001 State HSC and CEDIT HSC** because there was State HSC, HEA 1001 State HSC and CEDIT HSC in 2007 pay 2008. The \$16,745 is allocated between State, HEA1001, and CEDIT HSC as follows.

**First step** is to determine the total HSC rate for 2007 pay 2008. In this example that is determined by summing the 2007 pay 2008 State, HEA1001 State HSC, and CEDIT HSC rates. (This will vary by county. In this example the local homestead credit is CEDIT HSC, but if the county had COIT HSC as the local homestead credit in 2007 pay 2008, then the total HSC rate would be the sum of the state, HEA1001, and COIT HSC rates. If there was no local homestead credit in 2007 pay 2008, then all of the homestead credit is state homestead credit and HEA1001 state homestead credit.

2007 Pay 2008 State HSC Rate	10.5588
Plus: 2007 Pay 2008 HEA1001 State HSC Rate	+ 28.8846
Plus: 2007 Pay 2008 CEDIT HSC Rate	<u>+ 9.4129</u>
Equals Total 2007 Pay 2008 HSC Rate	= 48.8563

**Second step** is divide the 2007 pay 2008 total HSC amount of \$16,745 by the 2007 pay 2008 total HSC rate of 48.8563 to get an allocation factor.

2007 Pay 2008 Total HSC	\$16,745
Divided by 2007 Pay 2008 Total HSC Rate	<u>÷ 48.8563</u>
Equals 2007 Pay 2008 Allocation Factor	= 342.74

**Third step** is to multiply the allocation factor times the 2007 pay 2008 State HSC rate, the 2007 pay 2008 HEA1001 State HSC rate, and the 2007 pay 2008 CEDIT HSC rate to get the 2007 pay 2008 State HSC amount, the 2007 pay 2008 HEA1001 State HSC amount, and the 2007 pay 2008 CEDIT HSC amount.

2007 Pay 2008 Allocation Factor	342.74
Times 2007 Pay 2008 State HSC Rate	<u>x 10.5588</u>
Equals 2007 Pay 2008 State HSC Amount	= 3,618.92

2007 Pay 2008 Allocation Factor	342.74
Times 2007 Pay 2008 HEA1001 State HSC Rate	<u>x 28.8846</u>
Equals 2007 Pay 2008 HEA1001 State HSC Amount	= 9,899.91

## CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued

2007 Pay 2008 Allocation Factor	342.74
Times 2007 Pay 2008 CEDIT HSC Rate	<u>x 9.4129</u>
Equals 2007 Pay 2008 CEDIT HSC Amount	= 3,226.18

**Fourth step** is to sum the separate amounts to verify that the total equals the original total. If the total of the separate amounts do not equal the original total and the difference is a small amount, then the difference is due to rounding and a rounding adjustment will need to be made to one of the separate amounts.

2007 Pay 2008 State HSC Amount	3,618.92
Plus: 2007 Pay 2008 HEA1001 State HSC Amount	+ 9,899.91
Plus: 2007 Pay 2008 CEDIT HSC Amount	<u>+ 3,226.18</u>
Equals 2007 Pay 2008 Total of Separate Amounts	= 16,745.01

Original 2007 Pay 2008 Total HSC	16,745.00
Minus: 2007 Pay 2008 Total of Separate Amounts	<u>- 16,745.01</u>
Difference	(0.01)

In this example the two totals do not agree by a negative .01 and the negative .01 is considered a small amount and is due to rounding. In this example a negative .01 rounding adjustment will be made to the CEDIT HSC amount. In this example the separate homestead credit amounts are as follows:

2007 Pay 2008 State HSC Portion	<b>3,618.92</b>
Plus 2007 Pay 2008 HEA1001 State HSC Portion	+ <b>9,899.91</b>
Plus 2007 Pay 2008 CEDIT HSC Portion (3,226.18-0.01)	<u>+ <b>3,226.17</b></u>
Equals 2007 Pay 2008 Total HSC	= <b>16,745.00</b>

**The allocation of the 2008 pay 2009 PTRC and HSC is as follows.**

The 2008 pay 2009 COE total **PTRC of \$3,750 does not have to be separated between state and local property tax replacement credit** because there was only LOIT property tax replacement credit in 2008 pay 2009.

**The allocation of the 2008 pay 2009 HSC is as follows.**

The 2008 pay 2009 COE total HSC of \$1,970 **does have to be separated between HEA1001 State HSC and CEDIT HSC** because there was HEA 1001 State HSC and CEDIT HSC in 2008 pay 2009. The \$1,970 is allocated between HEA1001 State HSC and CEDIT HSC as follows.

## CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued

**First step** is to determine the total HSC rate for 2008 pay 2009. In this example that is determined by summing the 2008 pay 2009 HEA1001 and CEDIT HSC rates. (This will vary by county. If the county had COIT HSC in 2008 pay 2009, then the total HSC rate would be the sum of the HEA1001 and COIT HSC rates. If the county had LOIT HSC in 2008 pay 2009, then the total HSC rate would be the sum of the HEA1001 and LOIT HSC rates. Also, if the county has Residential PTRC, then the Residential PTRC rate would be added to the homestead credit rates to get the total homestead credit rate.)

2008 Pay 2009 HEA 1001 HSC Rate	21.4252
Plus: 2008 Pay 2009 CEDIT HSC Rate	+ <u>13.1781</u>
Equals Total 2008 Pay 2009 HSC Rate	= 34.6033

**Second step** is divide the 2008 pay 2009 total HSC amount of \$1,970 by the 2008 pay 2009 total HSC rate of 34.6033 to get an allocation factor.

2008 Pay 2009 Total HSC	\$1,970
Divided by 2008 Pay 2009 Total HSC Rate	÷ <u>34.6033</u>
Equals 2008 Pay 2009 Allocation Factor	= 56.93

**Third step** is to multiply the allocation factor times the 2008 pay 2009 HEA1001 HSC rate and the 2008 pay 2009 CEDIT HSC rate to get the 2008 pay 2009 HEA1001 HSC amount and the 2008 pay 2009 CEDIT HSC amount.

2008 Pay 2009 Allocation Factor	56.93
Times 2008 Pay 2009 HEA1001 HSC Rate	x <u>21.4252</u>
Equals 2008 Pay 2009 HEA1001 HSC Amount	= 1,219.74

2008 Pay 2009 Allocation Factor	56.93
Times 2008 Pay 2009 CEDIT HSC Rate	x <u>13.1781</u>
Equals 2008 Pay 2009 CEDIT HSC Amount	= 750.23

**Fourth step** is to sum the separate amounts to verify that the total equals the original total. If the total of the separate amounts do not equal the original total and the difference is a small amount, then the difference is due to rounding and a rounding adjustment will need to be made to one of the separate amounts.

2008 Pay 2009 HEA1001 HSC Amount	1,219.74
Plus: 2008 Pay 2009 CEDIT HSC Amount	+ <u>750.23</u>
Equals 2008 Pay 2009 Total of Separate Amounts	= 1,969.97

Original 2008 Pay 2009 Total HSC Amount	1,970.00
Minus: 2008 Pay 2009 Total of Separate Amounts	- <u>1,969.97</u>
Difference	= .03

## CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued

In this example the two totals do not agree by a positive 0.03 and the positive 0.03 is considered a small amount and is due to rounding. In this example a positive 0.03 rounding adjustment will be made to the CEDIT HSC amount. In this example the separate homestead credit amounts are as follows.

2008 Pay 2009 HEA1001 HSC Amount	1219.74
Plus 2008 Pay 2009 CEDIT HSC Amount (750.23 + 0.03)	+ <u>750.26</u>
Equals 2008 Pay 2009 Total HSC	= <b>1,970.00</b>

In this example this completes the allocating of the property tax replacement credit and homestead credit between state and local property tax replacement credit and homestead credit for this taxing district. The preceding process is the process that will need to be done for the certificate of error summary for every taxing district that there are certificates of error.

**The allocation of the 2009 pay 2010 PTRC and HSC is as follows.**

The 2009 pay 2010 COE total **PTRC of \$1,680 does not have to be separated between state and local property tax replacement credit** because there was only LOIT property tax replacement credit in 2009 pay 2010.

**The allocation of the 2009 pay 2010 HSC is as follows.**

The 2009 pay 2010 COE total **HSC of \$985 does have to be separated between HEA1001 State HSC, CEDIT HSC, and LOIT Res PTRC** because there was HEA 1001 State HSC , CEDIT HSC, and LOIT Res PTRC in 2009 pay 2010. The \$985 is allocated between HEA1001 State HSC, CEDIT HSC, and LOIT Res PTRC as follows.

**First step** is to determine the total HSC rate for 2009 pay 2010. In this example that is determined by summing the 2009 pay 2010 HEA1001, CEDIT HSC and LOIT Res PTRC rates. (This will vary by county). If the county also had COIT HSC and/or LOIT HSC in 2009 pay 2010, then the total HSC rate would be the sum of the HEA1001, CEDIT HSC, COIT HSC, and/or LOIT HSC and LOIT Res PTRC rates.

2009 Pay 2010 HEA 1001 HSC Rate	4.9309
Plus: 2009 Pay 2010 CEDIT HSC Rate	+ 7.0865
Plus: 2009 Pay 2010 LOIT Res PTRC Rate	+ <u>10.6453</u>
Equals Total 2009 Pay 2010 HSC Rate	22.6627

**Second step** is divide the 2009 pay 2010 total HSC amount of \$985 by the 2009 pay 2010 total HSC rate of 22.6627 to get an allocation factor.

2009 Pay 2010 Total HSC	\$ 985
Divided by 2009 Pay 2010 Total HSC Rate	÷ <u>22.6627</u>
Equals 2009 Pay 2010 Allocation Factor	= 43.46

## CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued

**Third step** is to multiply the allocation factor times the 2009 pay 2010 HEA1001 HSC rate, times the 2009 pay 2010 CEDIT HSC rate and the 2009 pay 2010 LOIT Res PTRC rate to get the 2009 pay 2010 HEA1001 HSC amount, the CEDIT HSC amount and the 2009 pay 2010 LOIT Res PTRC amount.

2009 Pay 2010 Allocation Factor		43.46	
Times 2009 Pay 2010 HEA1001 HSC Rate	x	<u>4.9309</u>	
Equals 2009 Pay 2010 HEA1001 HSC Amount	=	214.30	

2009 Pay 2010 Allocation Factor		43.46	
Times 2009 Pay 2010 CEDIT HSC Rate	x	<u>7.0865</u>	
Equals 2009 Pay 2010 CEDIT HSC Amount	=	307.98	

2009 Pay 2010 Allocation Factor		43.46	
Times 2009 Pay 2010 LOIT Res PTRC Rate	x	<u>10.6453</u>	
Equals 2009 Pay 2010 LOIT Res PTRC Amount	=	462.64	

**Fourth step** is to sum the separate amounts to verify that the total equals the original total. If the total of the separate amounts do not equal the original total and the difference is a small amount, then the difference is due to rounding and a rounding adjustment will need to be made to one of the separate amounts.

2009 Pay 2010 HEA1001 HSC Amount		214.30	
Plus: 2009 Pay 2010 CEDIT HSC Amount	+	307.98	
Plus 2009 Pay 2010 LOIT Res PTRC Amount	+	<u>462.64</u>	
Equals 2009 Pay 2010 Total of Separate Amounts	=	984.92	

Original 2009 Pay 2010 Total HSC Amount		985.00	
Minus: 2009 Pay 2010 Total of Separate Amounts	-	<u>984.92</u>	
Difference	=	.08	

In this example the two totals do not agree by a positive 0.08 and the positive 0.08 is considered a small amount and is due to rounding. In this example a positive .08 rounding adjustment will be made to the LOIT Res PTRC amount. In this example the separate homestead credit amounts are as follows.

2009 Pay 2010 HEA1001 HSC Amount		<b>214.30</b>	
2009 Pay 2010 CEDIT HSC Amount	+	<b>307.98</b>	
2009 Pay 2010 LOIT Res PTRC Amount (462.64+0.08)	+	<u><b>462.72</b></u>	
2009 Pay 2010 Total HSC	=	<b>985.00</b>	

In this example this completes the allocating of the property tax replacement credit and homestead credit between state and local property tax replacement credit and homestead credit for this taxing district. The preceding process is the process that will need to be done for the certificate of error summary for every taxing district that there are certificates of error.

## CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued

The allocation of the 2010 pay 2011 PTRC and HSC is as follows.

The 2010 pay 2011 COE total PTRC of \$2,000 **does not have to be separated between state and local property tax replacement credit** because there was only LOIT property tax replacement credit in 2010 pay 2011.

The allocation of the 2010 pay 2011 HSC is as follows:

The 2010 pay 2011 COE total HSC of \$650 **does have to be separated between CEDIT HSC, and LOIT Res PTRC** because there was CEDIT HSC, and LOIT Res PTRC in 2010 pay 2011. The \$650 is allocated between CEDIT HSC, and LOIT Res PTRC as follows:

**First step** is to determine the total HSC rate for 2010 pay 2011. In this example that is determined by summing the 2010 pay 2011 CEDIT HSC and LOIT Res PTRC rates. (This will vary by county). If the county also had COIT HSC and/or LOIT HSC in 2010 pay 2011, then the total HSC rate would be the sum of the CEDIT HSC, COIT HSC, and/or LOIT HSC and LOIT Res PTRC rates.

2010 Pay 2011 CEDIT HSC Rate	5.6790
Plus: 2010 Pay 2011 LOIT Res PTRC Rate	<u>+ 7.8910</u>
Equals Total 2010 Pay 2011 HSC Rate	13.5700

**Second step** is divide the 2010 pay 2011 total HSC amount of \$650 by the 2010 pay 2011 total HSC rate of 13.5700 to get an allocation factor.

2010 Pay 2011 Total HSC	\$ 650
Divided by 2010 Pay 2011 Total HSC Rate	<u>÷ 13.5700</u>
Equals 2010 Pay 2011 Allocation Factor	= 47.90

**Third step** is to multiply the allocation factor times the 2010 pay 2011 CEDIT HSC rate and the 2010 pay 2011 LOIT Res PTRC rate to get the 2010 pay 2011 CEDIT HSC amount and the 2010 pay 2011 LOIT Res PTRC amount.

2010 Pay 2011 Allocation Factor	47.90
Times 2010 Pay 2011 CEDIT HSC Rate	<u>x 5.6790</u>
Equals 2010 Pay 2011 CEDIT HSC Amount =	272.02

2010 Pay 2010 Allocation Factor	47.90
Times 2010 Pay 2011 LOIT Res PTRC Rate	<u>x 7.8910</u>
Equals 2010 Pay 2011 LOIT Res PTRC Amount =	377.98

**Fourth step** is to sum the separate amounts to verify that the total equals the original total. If the total of the separate amounts do not equal the original total and the difference is a small amount, then the difference is due to rounding and a rounding adjustment will need to be made to one of the separate amounts.

## CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued

2010 Pay 2011 CEDIT HSC Amount		272.02
Plus 2010 Pay 2011 LOIT Res PTRC Amount	+	377.98
Equals 2010 Pay 2011 Total of Separate Amounts	=	650.00

Original 2010 Pay 2011 Total HSC Amount		650.00
Minus: 2010 Pay 2011 Total of Separate Amounts	-	650.00
Difference	=	0.00

In this example the two totals do agree so no rounding adjustments need to be made.

This completes the allocating of the property tax replacement credit and homestead credit between state and local property tax replacement credit and homestead credit for this taxing district. The preceding process is the process that will need to be done for the certificate of error summary for every taxing district that there are certificates of error.

**Using the above example the tax year totals and grand total would be shown on the certificate of summary as follows:**

**The 2007 pay 2008 tax year line of certificate of error summary would be as follows.**

Total Gross Tax		127,500.00
Total PTRC		28,320.00
Total HSC		16,745.00
Net Tax		82,435.00
Statement Processing Charges and Penalties		970.00
Amount Entered on Tax Duplicate		83,405.00
State PTRC		14,654.97
Local PTRC		13,665.03
State HSC		3,618.92
HEA1001 HSC		9,899.91
COIT HSC		0.00
CEDIT HSC		3,226.17
CEDIT Residential PTRC		0.00
LOIT HSC		0.00
LOIT Residential PTRC		0.00

## CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued

**The 2008 pay 2009 tax year line of certificate of error summary would be as follows.**

Total Gross Tax	15,000.00
Total PTRC	3,750.00
Total HSC	1,970.00
Net Tax	9,280.00
Statement Processing Charges and Penalties	110.00
Amount Entered on Tax Duplicate	9,390.00
State PTRC	0.00
Local PTRC	3,750.00
State HSC	0.00
HEA1001 HSC	1,219.74
COIT HSC	0.00
CEDIT HSC	750.26
CEDIT Residential PTRC	0.00
LOIT HSC	0.00
LOIT Residential PTRC	0.00

**The 2009 pay 2010 tax year line of certificate of error summary would be as follows.**

Total Gross Tax	7,500.00
Total PTRC	1,680.00
Total HSC	985.00
Net Tax	4,835.00
Statement Processing Charges and Penalties	20.00
Amount Entered on Tax Duplicate	4,855.00
State PTRC	0.00
Local PTRC	1,680.00
State HSC	0.00
HEA1001 HSC	214.30
COIT HSC	0.00
CEDIT HSC	307.98
CEDIT Residential PTRC	0.00
LOIT HSC	0.00
LOIT Residential PTRC	462.72

## CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued

**The 2010 pay 2011 tax year line of certificate of error summary would be as follows.**

Total Gross Tax	60,000.00
Total PTRC	2,000.00
Total HSC	650.00
Net Tax	57,350.00
Statement Processing Charges and Penalties	0.00
Amount Entered on Tax Duplicate	57,350.00
State PTRC	0.00
Local PTRC	2,000.00
State HSC	0.00
HEA1001 HSC	0.00
COIT HSC	0.00
CEDIT HSC	272.02
CEDIT Residential PTRC	0.00
LOIT HSC	0.00
LOIT Residential PTRC	377.98

**The taxing district grand total line of certificate of error summary would be as follows.**

Total Gross Tax	210,000.00
Total PTRC	35,750.00
Total HSC	20,350.00
Net Tax	153,900.00
Statement Processing Charges and Penalties	1,100.00
Amount Entered on Tax Duplicate	155,000.00
State PTRC	14,654.97
Local PTRC	21,095.03
State HSC	3,618.92
HEA1001 HSC	11,333.95
COIT HSC	0.00
CEDIT HSC	4,556.43
CEDIT Residential PTRC	0.00
LOIT HSC	0.00
LOIT Residential PTRC	840.70

The “Amount 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 Apportionment Sheet.

## **CERTIFICATE OF ERROR REGISTER AND SUMMARY – Continued**

The “Total PTRC” is the amount for the “Property Tax Replacement Credit” column of the “Certificates of Error Issued During Year” line (line 33) for the Taxing District Apportionment Sheet.

The “Total HSC” is the amount for the “Homestead Credit” column of the “Certificates of Error Issued During Year” line (line 33) for the Taxing District Apportionment Sheet.

The “Total PTRC”, “State PTRC” and “Local PTRC” are the property tax replacement credit amounts for Line 7 “Less: Certificate of errors issued during year” of the State and Local Property Tax Replacement Credit Reconciliation Worksheet.

The Property Tax Replacement Credit Proof column is a formula comparing the total amount of property tax replacement credit and the breakdown of state and local property tax replacement credits entered. This amount must be zero. If the amount in the Proof column is not zero, then the amounts and the calculation of those amounts entered in the Less: Total State and Local Property Tax Replacement Credit, State Property Tax Replacement Credit, and Local (LOIT) Property Tax Replacement columns will need to be checked.

State and Local Property Tax Replacement Credit Reconciliation Worksheet instructions are included later in these December Settlement Instructions.

The “Total HSC”, “State HSC”, HEA1001 HSC”, “COIT HSC”, CEDIT HSC”, “CEDIT Residential PTRC”, “LOIT HSC” and “LOIT Residential PTRC” are the homestead credit amounts for Line 7 “Less: Certificate of errors issued during year” of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

The Homestead and Residential Property Tax Replacement Credit Proof column is a formula comparing the total amount of homestead credit of the C of E to the breakdown of state HSC, HEA 1001 State HSC, COIT HSC, CEDIT HSC, CEDIT Residential PTRC, Local LOIT HSC and Local LOIT Residential PTRC. This amount must be zero. If the amount in the Proof column is not zero, then the amounts and the calculation of those amounts entered in the Less: Total State and Local Property Tax Replacement Credit, State Homestead Credit, HEA 1001 State Homestead Credit, COIT Homestead Credit, CEDIT Homestead Credit, CEDIT Residential Property Tax Replacement Credit, Local LOIT (CAGIT or COIT) Homestead Credit, Local LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit columns will need to be checked.

State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet instructions are included later in these December Settlement Instructions.

Apportionment Sheet instructions are included later in these December Settlement Instructions.

## CERTIFICATE OF TAX REFUNDS - FORM 17TC

The Certificate of Tax Refunds, Form 17TC, is used to list property tax refunds deducted from settlement and boat and aircraft excise tax refunds if they are deducted from property taxes.

An electronic Form 17TC has been created in Excel. **The electronic Form 17TC we have developed 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 (tab) for each taxing district. The taxing district totals from each taxing district sheet (tab) are automatically copied to the summary sheet (tab).

The summary sheet (tab) is labeled Summary Tab. The taxing district sheets (tabs) are labeled A(1) through A(50). Instructions on how to rename the taxing district tabs A(1) through A(50) to your taxing district names are included below. If you need more than fifty (50) taxing district sheets please contact our office. **Do not add worksheets to the form.**

The taxing district totals of the Form 17TC are the amounts for Line 39 Erroneous Tax, Penalties and Interest Refunded line of the Apportionment Sheet, Form 102.

The Form 17TC taxing district property tax replacement credit amounts are the state property and local LOIT property tax replacement credit amounts for the State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet as applicable.

The Form 17TC taxing district homestead credit amounts are the state homestead credit, HEA1001 state homestead credit, COIT homestead, CEDIT homestead Credit, CEDIT residential property tax replacement credit, LOIT homestead credit and LOIT residential property tax replacement credit for the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet as applicable.

The summary sheet (tab) totals are the amounts for Line 39 Erroneous Tax, Penalties and Interest Refunded line of the Settlement Sheet, Form 105.

### **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 C4), enter the county name.

Where the words "ENTER TAX YEAR HERE" appears in blue (cell C7), enter the year of the settlement.

The County Name and Tax Year will be automatically updated on each individual taxing district sheet.

## CERTIFICATE OF TAX REFUNDS - FORM 17TC (Continued)

### To Rename Taxing District Tabs

To rename the tabs beginning with Tab A(1) to your taxing district names do the following:

- Right click on the tab
- Select Rename
- Then type the taxing district name

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 Taxing District Sheet

In the cell above where “Enter Taxing District Above” appears in blue (cell A8), enter the taxing district name. 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.

There are 100 lines available in each taxing district tab for entry of tax refunds. If you need additional lines, you must contact either Brenda Alyea or Janie Cope. They will assist you with increasing the number of lines. **DO NOT DELETE UNUSED WORKSHEETS. DO NOT ADD ADDITIONAL WORKSHEETS.**

As a recommendation you may want to use a separate worksheet for refunds for 2008 and prior years as this information is used on the 2008 & Prior Delinquent Tax and Penalty Collection Fund Deduction Calculation Worksheet.

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. This information can be found on the 17T form, line 102 total due claimant.

**CERTIFICATE OF TAX REFUNDS - FORM 17TC**  
**(Continued)**

Column Five: **“Total State and Local Property Tax Replacement Credit”** enter the Property Tax Replacement Credit amount of the refund. Not all property tax refunds will include property tax replacement credit. Whether or not the refund has Property Tax Replacement Credit applicable is determined by property tax replacement credits applicable to the tax assessment year of the refund. This information can be found on the 17T form, line 100 property tax replacement credit.

Column Six: **“Total Homestead Credit and Residential Property Tax Replacement Credit”** enter the Homestead Credit amount of the refund. This information can be found on the 17T form, line 100 homestead credit.

Column Seven: **“State Property Tax Replacement Credit Due State”** is the state property tax replacement credit amount of the refund.

Column Eight: **“LOCAL LOIT (CAGIT or COIT) Property Tax Replacement Credit Due Local LOIT (CAGIT or COIT) PTRC Fund”** is the local LOIT (CAGIT or COIT) property tax replacement credit amount of the refund, if applicable.

**If your county has a Local LOIT (CAGIT or COIT) Property Tax Replacement Credit rate and the refund pertains to a tax year when both the State Property Tax Replacement and Local LOIT Property Tax Replacement Credit are applicable, then the amount of property tax replacement credit of the refund will need to be broken down between State Property Tax Replacement Credit and Local LOIT property tax replacement credit.**

**The calculation method is as follows:**

**STATE PROPERTY TAX REPLACEMENT CREDIT PORTION (column 7):**

TOTAL PROPERTY TAX REPLACEMENT CREDIT AMOUNT DIVIDED BY TOTAL PROPERTY TAX REPLACEMENT CREDIT RATE TIMES THE STATE PROPERTY TAX REPLACEMENT CREDIT RATE.

**LOCAL LOIT (CAGIT OR COIT) PROPERTY TAX REPLACEMENT CREDIT PORTION (column 8):**

TOTAL PROPERTY TAX REPLACEMENT CREDIT AMOUNT DIVIDED BY TOTAL PROPERTY TAX REPLACEMENT CREDIT RATE TIMES THE LOCAL LOIT (CAGIT OR COIT) PROPERTY TAX REPLACEMENT CREDIT RATE.

**CERTIFICATE OF TAX REFUNDS - FORM 17TC**  
**(Continued)**

The combination of these two amounts must come back to the total property tax replacement credit. If the total of the state property tax replacement credit portion and the local LOIT property tax replacement credit portion is off by a few cents due to rounding you will need to adjust one of the amounts so that the total of the state property tax replacement credit portion and the local LOIT property tax replacement credit portion adds up to the total property tax replacement credit amount of the refund.

Example :	Total PTRC amount of the refund	\$100.00
	State PTRC rate	15.0000
	Local LOIT PTRC rate	10.0000
	Total PTRC rate	25.0000

**Calculate the State Property Tax Replacement Credit Portion:**

\$100.00 (total PTRC of refund) divided by 25.0000 (the total PTRC rate) = 4.00  
 4.00 times 15.0000 (the State Property Tax Replacement Credit Rate) = \$60.00

**Calculate the Local LOIT Property Tax Replacement Credit Portion:**

\$100.00 (total PTRC of refund) divided by 25.0000 (the total PTRC rate) = 4.00  
 4.00 times 10.0000 (the local LOIT Property Tax Replacement Credit Rate) = \$40.00

State Property Tax Replacement Credit Portion	\$60.00
Local LOIT Property Tax Replacement Credit Portion	<u>\$40.00</u>
Total Property Tax Replacement Credit of Refund	\$100.00

Column Nine: **“State Homestead Credit Due State”** is the state homestead credit amount of the refund.

Column Ten: **“HEA1001 State Homestead Credit Due HEA1001 Fund”** is the HEA1001 state homestead credit amount of the refund.

Column Eleven: **“COIT Homestead Credit Due COIT HSC Fund”** is the COIT homestead credit amount of the refund.

Column Twelve: **“CEDIT Homestead Credit Due CEDIT HSC Fund”** is the CEDIT homestead credit amount of the refund.

Column Thirteen: **“CEDIT Residential Property Tax Replacement Credit Due CEDIT Residential PTRC Fund”** is the CEDIT Residential Property Tax Replacement Credit amount of the refund.

Column Fourteen: **“LOCAL LOIT (CAGIT or COIT) Homestead Credit Due LOIT (CAGIT or COIT) HSC Fund”** is the local LOIT (CAGIT or COIT) homestead credit amount of the refund.

**CERTIFICATE OF TAX REFUNDS - FORM 17TC**  
**(Continued)**

Column Fifteen: **“LOCAL LOIT(CAGIT or COIT) Residential Property Tax Replacement Credit Due Fund”** is the local LOIT (CAGIT or COIT) residential property tax replacement credit amount of the refund.

**If the refund includes homestead credit(s) the amount of the homestead credit will need to be broken down between State homestead credit and, if applicable, HEA1001 state homestead credit, COIT homestead credit, CEDIT homestead credit, CEDIT Residential Property Tax Replacement Credit , Local LOIT (CAGIT or COIT) Homestead Credit, and Local LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit.**

**Note: In the following example the LOIT Res PTRC amount of the 17T is included with the total homestead credit amount. If your county adopted LOIT Res PTRC you may need to review your 17T’s to determine if the refunds also included other types of homestead credit or only LOIT Res PTRC. If the 17T is on a parcel with LOIT Res PTRC only, then there is no need to calculate a breakdown between types of homestead credit.**

**The calculation method is as follows:**

**STATE HOMESTEAD CREDIT PORTION (column 9):**

TOTAL HOMESTEAD CREDIT AMOUNT DIVIDED BY TOTAL HOMESTEAD CREDIT RATE  
TIMES THE STATE HOMESTEAD CREDIT RATE.

**HEA1001 STATE HOMESTEAD CREDIT PORTION (column 10):**

TOTAL HOMESTEAD CREDIT AMOUNT DIVIDED BY TOTAL HOMESTEAD CREDIT RATE  
TIMES THE HEA1001 STATE HOMESTEAD CREDIT RATE.

**COIT HOMESTEAD CREDIT PORTION (column 11):**

TOTAL HOMESTEAD CREDIT AMOUNT DIVIDED BY TOTAL HOMESTEAD CREDIT RATE  
TIMES THE COIT HOMESTEAD CREDIT RATE.

**CEDIT HOMESTEAD CREDIT PORTION (column 12):**

TOTAL HOMESTEAD CREDIT AMOUNT DIVIDED BY TOTAL HOMESTEAD CREDIT RATE  
TIMES THE CEDIT HOMESTEAD CREDIT RATE.

**CEDIT RESIDENTIAL PROPERTY TAX REPLACEMENT CREDIT PORTION (column 13):**

TOTAL HOMESTEAD CREDIT AMOUNT DIVIDED BY TOTAL HOMESTEAD CREDIT RATE  
TIMES THE CEDIT RESIDENTIAL PROPERTY TAX REPLACEMENT CREDIT RATE.

**CERTIFICATE OF TAX REFUNDS - FORM 17TC**  
**(Continued)**

**LOCAL LOIT (CAGIT OR COIT) HOMESTEAD CREDIT PORTION (column 14):**

TOTAL HOMESTEAD CREDIT AMOUNT DIVIDED BY TOTAL HOMESTEAD CREDIT RATE  
TIMES THE LOCAL LOIT (CAGIT OR COIT) HOMESTEAD CREDIT RATE.

**LOCAL LOIT (CAGIT OR COIT) RESIDENTIAL PROPERTY TAX REPLACEMENT CREDIT  
PORTION (column 15):**

TOTAL HOMESTEAD CREDIT AMOUNT DIVIDED BY TOTAL HOMESTEAD CREDIT RATE  
TIMES THE LOCAL LOIT (CAGIT OR COIT) RESIDENTIAL PROPERTY TAX REPLACEMENT  
CREDIT RATE.

The combination of these amounts must come back to the total homestead credit amount of the refund. If the total of the State, HEA1001, COIT, CEDIT homestead credit portions, CEDIT Res PTRC, Local LOIT (CAGIT or COIT) residential property tax replacement credit portion, and the Local LOIT (CAGIT or COIT) homestead credit portion is off by a few cents due to rounding you will need to adjust one of the amounts so that the total of the applicable homestead credits add up to the total homestead credit amount of the refund.

The following example is for a parcel that only has State, HEA1001 state, and CEDIT homestead credit. If your refund includes any other applicable credit rates you would use the same formula as listed above and be certain to total the individual credit portions to be certain they add back to the total homestead credit amount of the refund.

Example :	Total HSC of the refund	\$600.00
	State HSC rate	15.0000
	HEA1001 state rate	10.0000
	CEDIT HSC rate	12.5000
	Total HSC rate	37.5000

**Calculate the State Homestead Credit Portion:**

\$600.00 (total HSC of refund) divided by 37.5000 (the total HSC rate) = 16.00  
16.00 times 15.0000 (the State Homestead Credit Rate) = \$240.00

**Calculate the HEA1001 State Homestead Credit Portion:**

\$600.00 (total HSC of refund) divided by 37.5000 (the total HSC rate) = 16.00  
16.00 times 10.0000 (the total HEA1001 State Homestead Credit Rate) = \$160.00

**CERTIFICATE OF TAX REFUNDS - FORM 17TC**  
**(Continued)**

**Calculate the CEDIT Homestead Credit Portion:**

\$600.00 (total HSC of refund) divided by 37.5000 (the total HSC rate) = 16.00  
16.00 times 12.5000 (the total CEDIT HSC rate) = \$200.00

State Homestead Credit Portion	\$240.00
HEA1001 State Homestead Credit Portion	\$160.00
CEDIT HSC Credit Portion	<u>\$200.00</u>
Total HSC of Refund	\$600.00

The result does come back to the total HSC of the refund. No rounding adjustment is necessary.

Column Sixteen: **“Total Refund”** is the total of the Refunded to Taxpayer amount plus the Tax Replacement Credit amount plus the Total Homestead Credit amount. The spreadsheet calculates this amount.

The Proof of State and Local Property Tax Replacement Credit column is a formula comparing the total amount of property tax replacement credit and the breakdown of state and local property tax replacement credits entered. This amount must be zero. If the amount in the Proof column is not zero, then the amounts and the calculation of those amounts entered in columns 5, 7 & 8 will need to be checked.

The Proof of Homestead Credit and Residential Property Tax Replacement Credit column is a formula comparing the total amount of homestead credit of the 17T to the breakdown of state HSC, HEA 1001 State HSC, COIT HSC, CEDIT HSC, CEDIT Residential PTRC, Local LOIT HSC and Local LOIT Residential PTRC. This amount must be zero. If the amount in the Proof column is not zero, then the amounts and the calculation of those amounts entered in columns 6 and 9 through 15 will need to be checked.

The spreadsheet automatically calculates the totals for each taxing district and copies the taxing district name and totals to the **“Summary Tab”**.

The Form 17TC Excel spreadsheet must be emailed to our office when the Settlement is filed for pre-approval, or final approval.

**Applying Form 17TC Data to the Apportionment Sheet, Form 102 and the PTRC & HSC Reconciliation Worksheets**

Refunds listed on the Form 17TC are deducted on Line 39 of the Apportionment Sheets, Form 102. The total of the Apportionment Sheet amounts is the amount deducted on line 39 of the Settlement Sheet, Form 105. The Line 39 Settlement Sheet amount must be the same as the total of the Form 17TC Summary Sheet.

The Form 17TC property tax replacement credit amounts are the amounts deducted on Line 8 of the State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet.

**CERTIFICATE OF TAX REFUNDS - FORM 17TC**  
**(Continued)**

The Form 17TC homestead credit and residential property tax replacement credit amounts are the amounts deducted on Line 8 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

The taxing district total of the **Refunded to Taxpayer** column of 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 Apportionment Sheet.

The taxing district total of the **Total Tax Replacement Credit** column of the Form 17TC is entered on Line 39, **Less: Erroneous Tax, Penalties and Interest Refunded**, in the **Property Tax Replacement Credit** column of Section A-1 of the Apportionment Sheet, Form 102. This total includes the state portion of property tax replacement credit and, if applicable, the local LOIT (CAGIT or COIT) property tax replacement credit.

The taxing district total of the **Total Homestead Credit** column of the Form 17TC is entered on Line 39, **Less: Erroneous Tax, Penalties and Interest Refunded**, in the **Homestead Credit** column of Section A-1 of the Apportionment Sheet, Form 102. This total includes the State homestead credit and, if applicable, HEA1001 state homestead credit, COIT homestead credit, CEDIT homestead credit, CEDIT residential property tax replacement credit, local LOIT (CAGIT or COIT) homestead credit, and/or local LOIT (CAGIT or COIT) residential property tax replacement credit.

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 Apportionment Sheet Form 102, Section A-1.

## TREASURER AND AUDITOR EXCISE TAX RECONCILIATION WORKSHEET

Our office has constructed a Treasurer and Auditor Excise Tax Reconciliation Worksheet to be used to reconcile the License Excise Tax. 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 an amount different from the amount being distributed by the county auditor.

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

**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 6 of the 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 treasurer's cash book as of the date of the treasurer's certification. The total excise tax types may include vehicle excise tax, auto excise tax, boat excise tax, watercraft excise tax, aircraft excise tax, auto rental excise tax, excise tax replacement and/or lottery credit. No county will have all of these excise tax types because in my description of excise tax types I have included all of the different labels I have heard county auditors and county treasurers give to the types of excise tax. The total excise tax certified by the county treasurer does not include excise surtax and wheel tax. In other words the excise tax certified on the Form 49TC by the county treasurer and shown on the excise tax reconciliation must not include excise surtax and wheel tax.

**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 treasurer's cash book and the auditor's funds ledger. On the treasurer's cash book the quietus should have reduced the excise tax in the Other Sources Section of the cash book and increased the funds ledger amount in the Funds Ledger Section of the cash book. The excise tax certified by the treasurer is the excise tax shown in the Other Sources Section of the cash book as of the certification date and this amount of excise tax has 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 and this is the reason the excise tax advance amount is a treasurer and auditor excise tax reconciliation item.

**Minus: Excise to be Distributed at Settlement.** The amount entered on this line is the total of Column 12 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 or boat 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. Normally the June Settlement excise tax cut-off date is the end of April and the December Settlement excise tax cut-off date is the end of October. The excise tax cut-off date can be another date as long as it is reasonable and is consistent from year to year.

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

## TREASURER AND AUDITOR EXCISE TAX RECONCILIATION WORKSHEET Continued...

**MINUS: Excise to be Distributed to County General Fund for Reimbursement of Watercraft or Boat Excise Tax Refunds.** The amount entered on this line is the amount deducted from excise tax for reimbursements of watercraft or boat excise tax refunds paid from the county general fund. If a refund of watercraft or boat excise tax is paid by the county, then the county should be reimbursed from excise tax at the next settlement. The reimbursement is 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 cash book the excise refund quietus is posted against the excise tax in the Other Sources Section of the cash book and reduces the excise tax in the Other Sources Section of the cash book. The quietus is also posted to the Funds Ledger Section of the cash book and increases the Funds Ledger Section of the cash book.

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 Worksheet.

**Equals Treasurer and Auditor Excise Tax Difference.** The amount on this line is calculated by the worksheet. The calculation is Line 1 plus Line 2 minus Lines 3, 4 and 5. If this reconciliation worksheet is completed correctly, then Line 6 should rarely equal zero because there is almost always 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 difference amount on Line 6 is acceptable, but Lines 7 through 9 should account for the difference and Line 10 should equal zero.

**Plus: Auditor of State Excise Tax Cut Replacement Distribution Included by County Auditor in Excise Tax, but Not Received by County Treasurer by Treasurer Certification Date and Not Included in Treasurer's Certified Amount.** If the county auditor's June Settlement excise tax cut-off date is the end of April and the county auditor included in the June Settlement excise tax the auditor of state excise tax cut replacement distribution sent in May for the April excise tax cut and the county treasurer did not include in the excise tax certification the excise tax cut replacement distribution sent in May for the April excise tax cut, then the May excise tax cut replacement distribution for the April excise tax cut is the amount shown on this line.

If the county auditor's December Settlement excise tax cut-off date is the end of October and the county auditor included in the December Settlement excise tax the auditor of state excise tax cut replacement distribution sent in November for the October excise tax cut and the county treasurer did not include in the excise tax certification the excise tax cut replacement distribution sent in November for the October excise tax cut, then the November excise tax cut replacement distribution for the October excise tax cut is the amount shown on this line.

## TREASURER AND AUDITOR EXCISE TAX RECONCILIATION WORKSHEET Continued...

**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.

For example, if the county auditor's June Settlement excise tax cut-off date is the end of April and the treasurer receives deposits of May excise tax that are posted to the cash book and included in the certified excise tax amount, then the May deposits are shown on this line.

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, then the November deposits are shown on this line.

The above scenarios typically occur when the treasurer's practice is to post branch excise to the cash book at the same time the BMV reports the branch deposits to the treasurer.

**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 Cash Book and Not Included in the Treasurer's Certified Amount.** The amount entered on this line is the excise tax received by the treasurer by the county auditor's cut-off date and is included in the settlement by the county auditor, but is not posted to the treasurer's cash book and is not included in the treasurer's certified excise tax amount.

For example, if the county auditor's June Settlement excise tax cut-off date is the end of April and not all of the deposits of April excise tax are posted to the cash book and included in the certified excise tax amount, then the un-posted and uncertified April excise tax amounts are shown on this line. This situation typically occurs when the treasurer only post branch excise tax to the cash book when the branch bank statement is received and the April bank statement received in May and posted in May did not included all of the April excise tax amounts.

If the county auditor's December Settlement excise tax cut-off date is the end of October and not all of the deposits of October excise tax are posted to the cash book and included in the certified excise tax amount, then the un-posted and uncertified October excise tax amounts are shown on this line. This situation typically occurs when the treasurer only post branch excise tax to the cash book when the branch bank statement is received and the October bank statement received in November and posted in November did not included all of the October excise tax amounts.

It would be very, very rare to have an amount on Line 8 and an amount on Line 9.

**Equals: Reconciled difference.** The amount on this line is calculated by the worksheet. The calculation is Line 6 plus Line 7 and 9 minus Line 8. If this reconciliation worksheet is completed correctly and the treasurer and auditor excise tax accounting are in balance, then this line will equal zero.

## **TREASURER AND AUDITOR EXCISE TAX RECONCILIATION WORKSHEET**

### **Continued...**

If Line 10 does not equal zero, then first exam for accuracy the amounts entered to the reconciliation worksheet. If it is determined the amounts entered on the lines are correct, then the treasurer and auditor must work together to determine the reason for the difference. If the reason cannot be determined at the current settlement, then the reason must be determined by the next settlement. If the reason is not determined by the next settlement, then the unidentified difference must be allocated and distributed at that next settlement. The auditor of state's office has instructions on how to allocate and distribute an identified difference at a settlement.

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

## EXCISE TAX ALLOCATION DEDUCTIONS

Prior to the calculation of the distribution of excise tax a portion of excise tax is deducted for allocations to be sent to the Settlement Department at Settlement. The calculation of the allocations will be made by using the Excise Tax Allocation Deduction Worksheet provided by the Auditor of State's Office. The Auditor of State's office will be providing the Excise Tax Allocation Deduction Worksheet to each county. **The current worksheet provided must be used.**

For **all counties**, at Settlement enter in the "Total Excise" column of the Excise Tax Allocation Deduction Worksheet the excise tax available for distribution before the deduction of the excise tax allocations.

The Excise Tax Allocation Deduction Worksheet will calculate the SWETA Deduction, the 2009 Welfare Excise Tax Allocation Deduction and the 2009 School Excise Tax Allocation Deduction based on the excise tax amount entered in the "Total Excise" column and the excise tax allocation factors entered in the SWETA, 2009 Welfare and the 2009 School factor columns.

In the final column of the Excise Tax Allocation Deduction Worksheet is the excise tax amount for distribution after the deduction of the allocations. The excise tax amount in the final column is the excise tax amount to be entered in Column 12 of the County Treasurer's Certificate of Tax Collections – Form 49TC. The excise tax amount in the final column of the Excise Tax Allocation Deduction Worksheet is also the excise tax amount entered on the "License Excise Tax For Apportionment" line (line 44) of the Apportionment Sheet and the Settlement Sheet.

**When the Settlement is filed with the Settlement Department the Excise Tax Allocation Deduction Worksheet must be emailed to the Settlement Department.**

At the time the Settlement quietus are prepared the total of the Excise Tax Allocation Deduction must be quietus to a separate fund. You can, if you want, quietus all three allocation amounts to the same fund you have quietus SWETA to in the past, or you can establish a new fund and quietus all three of the allocations to the new fund.

At the time Settlement distribution checks are issued to taxing units a check must be sent to the Settlement Department for the total of the excise tax allocation deductions.

**Final approval of the Settlement will not be given until the Settlement Department has received the check for the total excise tax allocations as shown on the Excise Tax Allocation Deduction Worksheet.**

## DELINQUENT TAX AND PENALTY DEDUCTION INSTRUCTIONS

Prior to the calculation of the distribution of property taxes a portion of the 2008 and prior delinquent taxes and penalties collected is deducted. The calculation of the 2008 and prior delinquent taxes and penalties deduction amount is made by using the 2008 & Prior Del Tax Fund Deduction Calculation Worksheet provided by the Auditor of State's Office. **The Auditor of State's office will be sending a 2008 & Prior Del Tax Fund Deduction Calculation Worksheet that must be used to calculate the deduction. The current worksheet provided must be used.** In the remainder of these instructions the 2008 & Prior Del Tax Fund Deduction Calculation Worksheet will be referred to as the Del Tax Deduction Calculation Worksheet.

**\*\*\*PLEASE NOTE\*\*\*For those counties with School Districts that experienced a property tax levy shortfall as determined by the Department of Local Government Finance for the School General Fund, the Auditor of State's office will also be providing a worksheet that includes the calculation of the portion of 2008 & Prior Delinquencies collected for the School General Fund. The following instructions apply to both counties with school districts that experienced a levy shortfall and those counties whose school districts did not experience a levy shortfall.**

For **all counties**, at Settlement the county treasurer will certify in Column 2 of the County Treasurer's Certificate of Tax Collections – Form 49TC the collections of 2008 and prior delinquent taxes and penalties.

The Auditor of State's office will provide all counties with a Del Tax Deduction Worksheet. If you are a county with a school property levy shortfall the form is titled (County Name) 2008 & Prior Del Tax Fund Deduction Worksheet with School Shortfall. These instructions will refer to both forms as the Del Tax Deduction Worksheet. The county auditor will enter in the first column of the Del Tax Deduction Calculation Worksheet the amounts shown in Column 2 of the Form 49TC.

In the second column of the Del Tax Deduction Calculation Worksheet the county auditor will enter the total amount, if any, of the 2008 and prior property tax refunds that are being included in the Settlement.

The Del Tax Deduction Calculation Worksheet will calculate the 2008 and prior delinquent tax and penalty amount to be deducted prior to the calculation of the property tax distribution. The calculation will be based on the fund percentages entered to the Del Tax Deduction Calculation Worksheet and the amounts entered in the first column and the amount entered in the second column of the Del Tax Deduction Calculation Worksheet.

The calculated 2008 and Prior Delinquent Tax and Penalty deduction amount is the amount in the last column of the Del Tax Deduction Calculation Worksheet. The amount in the last column of the Del Tax Deduction Calculation Worksheet is entered on Line 40 "Less: State's Share of 2008 and Prior Delinquent Tax and Penalties Collected" line of the Apportionment Sheet and Settlement Sheet.

**When the Settlement is filed with the Settlement Department the 2008 & Prior Del Tax Fund Deduction Calculation Worksheet must be emailed to the Settlement Department.**

At the time the Settlement quietus are prepared the delinquent tax and penalty deduction amount must be quietus to funds.

## **DELINQUENT TAX AND PENALTY DEDUCTION INSTRUCTIONS (Continued)**

The total amount shown on the Del Tax Deduction Calculation Worksheet for the state fair fund, state forestry fund, medical assistance to wards fund, hospital care for the indigent fund and the children with special health care needs fund amounts is to be quietus to a separate fund. The separate fund will need to be established and the suggested title of the fund is “State’s Share of Delinquent Taxes and Penalties Fund”.

The total amount shown on the Del Tax Deduction Calculation Worksheet for the family and children’s fund and the children’s psychiatric residential treatment services fund is to be quietus to the county’s levy excess fund or the rainy day fund if so adopted by ordinance by the county council.

At the time Settlement distribution checks are issued to taxing units a check must be sent to the Settlement Department for the delinquent tax and penalty deduction amount that was quietus to the “State’s Share of Delinquent Taxes and Penalties Fund”.

**Final approval of the Settlement will not be given until the Settlement Department has received the check for the total amount shown on the 2008 & Prior Del Tax Fund Deduction Calculation Worksheet for the state fair fund, state forestry fund, medical assistance to wards fund, hospital care for the indigent fund and the children with special health care needs fund.**

**The County Family & Children fund and the County Psychiatric Fund amounts are not sent to the state.**

**For counties that still have an amount to remit to a school corporation general fund, you will remit the total amount shown on the worksheet for the school general fund directly to the school corporation referenced on the second page of the 2008 & Prior Del Tax Fund Deduction Calculation Worksheet with School Levy Shortfall. The school general fund delinquent tax and penalty deduction amount will be distributed directly to the applicable school corporation and reported on a separate Certificate of Tax Distribution Form 22. This only affects a hand full of counties**

## **OMITTED HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX REPLACEMENT CREDIT REFUNDS SUMMARY – FORM 17HC**

The Form 17HC Omitted Homestead Credit and Residential Property Tax Replacement Credit Refunds Summary is an electronic spreadsheet provided by our office. The Form 17HC is used to list by taxing district and tax year total the total of the omitted homestead credit refunds and, if applicable, the total of the omitted state and local homestead credit and residential property tax replacement credit refunds.

The taxing district total on the Form 17HC is entered on Line 16 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

The Form 17HC spreadsheet has for each taxing district three lines for you to separately show tax year totals. If you need more than three lines contact our office and we will modify the summary worksheet for your county.

The Form 17HC has a separate column for each of the various types of homestead credit and residential property tax replacement credit.

The omitted homestead credit refunds and, if applicable, omitted homestead credit and residential property tax replacement credit refunds listed on the Form 17HC may need to be allocated between the types of homestead credits and, if applicable, residential property tax replacement credit. The refund will have to be allocated between types of homestead credit and residential property tax replacement credit if there was more than one type of homestead credit for the year of the refund.

For example, if the homestead credit rate used to calculate the refund included the state homestead credit rate and the HEA1001 homestead credit rate, then the refund amount must be separated between state homestead credit and HEA1001 homestead credit.

Another example, if the homestead credit rate used to calculate the refund included the state homestead credit rate and the CEDIT homestead credit rate, then the refund amount must be separated between state homestead credit and CEDIT homestead credit.

And another example, if the homestead credit rate used to calculate the refund included the state homestead credit rate, the HEA1001 homestead credit rate and the CEDIT homestead credit rate, then the refund amount must be separated between state homestead credit, HEA1001 homestead credit and CEDIT homestead credit.

A final example, if the homestead credit rate used to calculate the refund included the state homestead credit rate, the HEA1001 homestead credit rate, the CEDIT homestead credit rate, and residential property tax replacement credit rate, then the refund amount must be separated between state homestead credit, HEA1001 homestead credit, CEDIT homestead credit and residential property tax replacement credit.

**OMITTED HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT REFUNDS SUMMARY – FORM 17HC  
(Continued)**

To separate the omitted homestead credit and, if applicable, omitted homestead credit and residential property tax replacement credit refund between the types of homestead credit and, if applicable, residential property tax replacement credit, the refund amount is divided by the total homestead credit rate and, if applicable, the homestead credit and residential property tax replacement credit rate to get an allocation factor. The allocation factor is multiplied times each homestead credit rate and, if applicable, residential property tax replacement credit rate to get the separate homestead credit and, if applicable, residential property tax replacement credit amounts.

In the certificate of error summary instructions there are examples of calculating an allocation factor and using the allocation factor and homestead credit rates and, if applicable, residential property tax replacement credit rate to get the separate homestead credit amounts and, if applicable, residential property tax replacement credit amount. The steps shown in those instructions would be the same steps used to separate the omitted homestead credit refund and, if applicable, omitted homestead credit and residential property tax replacement credit refund between the types of homestead credit and, if applicable, residential property tax replacement credit.

Homestead credit refunds and, if applicable, omitted homestead credit and residential property tax replacement credit refunds paid on a Claim Form 17 are shown on the Form 17HC. These are refunds made because the homestead credit and, if applicable, homestead credit and residential property tax replacement credit was omitted, or the homestead credit and, if applicable, homestead credit and residential property tax replacement credit was increased.

Refunds paid on a Claim Form 17T where the homestead credit amount and, if applicable, homestead credit and residential property tax replacement credit amount **decreases** are included on the Form 17TC. An example would be when a homestead value decreases due to an assessment or deduction correction.

Also, omitted or increased homestead credit and, if applicable, omitted homestead credit and residential property tax replacement credit refunds paid on a Claim Form 17T can be shown on the Form 17TC. In these instances the homestead credit amount and, if applicable, homestead credit and residential property tax replacement credit amount will be shown on the Form 17TC as a negative amount.

**APPORTIONMENT SHEET – FORM 102  
SECTION A-1**

Most county's tax systems generate Apportionment Sheets, also known as December Settlement Worksheets on some tax systems. Following are line by line instructions that can be used to manually complete an apportionment sheet, or used to verify the information on computer generated apportionment sheets.

**CHARGES:**

**Charges Reported on March Abstract**

**Lines 3 through 6:**

- Line 3, **Net Tax Amount**, *must equal* the Abstract Section 5, Column 16 minus Columns 7 and 8. (This also includes amounts on the TIF District lines from these columns.)
- Line 3, **Replacement Credit Amount**, *must equal* the Abstract Section 5, Column 10. (This also includes amounts on the TIF District lines from these columns.)
- Line 3, **Homestead Credit Amount**, *must equal* the Abstract Section 5, Columns 11 through 15. (This also includes amounts on the TIF District lines from these columns.)
- Line 4, **Late Assessment Penalty** *must agree* with the Abstract Section 5, Column 8. (This also includes amounts on the TIF District lines from this column.)
- Line 5, **Statement Processing Charge**, *must agree* with the Abstract Section 5, Column 7. (This also includes amounts on the TIF District lines from this column.)
- Line 6, **Delinquent Tax and Penalties**, *must agree* with the Abstract Section 5, Column 22. (This also includes amounts on the TIF District lines from this column.)

	SECTION A-1	NET TAX, PENALTY & INTEREST	PROPERTY TAX REPLACEMENT CREDIT	HOMESTEAD CREDIT	TOTAL
1	<b>CHARGES:</b>				
2	Charges Shown on March Abstract:				
3	Current Property Taxes				
4	Late Assessment Penalty		XXXXXX	XXXXXX	
5	Statement Processing Charge		XXXXXX	XXXXXX	
6	Delinquent Taxes, Penalties and Interest		XXXXXX	XXXXXX	
7	Adjustment for Abstract Errors				

**APPORTIONMENT SHEET – FORM 102**  
**SECTION A-1 (Continued)**

**Check the abstract amounts** against the tax duplicate and/or settlement worksheet reports to make sure they agree. If they don't, then adjust the settlement by writing on line 7 "error on abstract" and either add the adjustment (if the duplicate and/or settlement worksheet is more than the abstract), or subtract the adjustment (if the duplicate and/or settlement worksheet is less than the abstract).

The amounts reported on lines 3 through 6 **must agree** with the approved abstract. Any adjustments to the abstract amounts **must be** reported on line 7.

**If any abstract adjustment amounts are entered on line 7, then a letter of explanation must accompany the Settlement Sheet Form 105.**

**NOTE:** If you have specially approved duplicates, the column titles referenced in the following instructions may not agree with your duplicate. Also, some counties may use penalty reports rather than duplicates for your delinquent tax and penalty amounts.

**Additional Charges:**

**Lines 10 through 20:**

The amounts for these lines are obtained from the following: Tax Duplicates, Duplicate Summaries, or from Settlement Reports produced by your computer system. Pay close attention as to whether or not the net tax amounts, the replacement credit amounts and homestead credit amounts are per installment amounts or amounts for the year. If the **amounts are per installment** amounts, be sure to **double** them before entering them on the Apportionment Sheet, Form 102.

✦ Line 10, Additional Charges on **Real and Personal Property Taxes.**

**Net Tax, Penalty and Interest Column:** is the additional charge to the taxpayer.

**Property Tax Replacement Credit Column:** is the total property tax replacement credit amount due on the additional charge. The replacement credit is the **total** of the State and the Local LOIT (CAGIT or COIT) property tax replacement credit as applicable.

**Homestead Credit Column:** is the total homestead credit amount due on the additional charge. The homestead credit amount is the **total** of the State, HEA1001 State HSC, COIT homestead credit, CEDIT homestead credit, Local CEDIT Residential PTRC, Local LOIT Homestead Credit and Local LOIT Residential PTRC as applicable.

**Total Column:** is the total of the Net Tax, Penalty and Interest Column, the Property Tax Replacement Credit Column and the Homestead Credit Column.

**APPORTIONMENT SHEET – FORM 102**  
**SECTION A-1 (Continued)**

➤ Line 11, **Current Mobile Home Taxes.**

**Net Tax, Penalty and Interest Column:** is the mobile home tax charge to the taxpayer.

**Property Tax Replacement Credit Column:** is the total property tax replacement credit amount on all current and added mobile home taxes. The property tax replacement credit amount is the **total** of the State and the Local LOIT (CAGIT or COIT) property tax replacement credit as applicable.

**Homestead Credit Column:** is the total homestead credit amount on current and added mobile homes. The homestead credit amount is the **total** of the State homestead credit, HEA1001 State homestead credit, COIT homestead credit, CEDIT homestead credit, Local CEDIT Residential PTRC, Local LOIT (CAGIT or COIT) homestead credit, and Local LOIT Residential PTRC as applicable.

**Total Column:** is the total of the Net Tax, Penalty and Interest Column, the Property Tax Replacement Credit Column and the Homestead Credit Column.

- Line 12, **Late Assessment Penalties and Statement Processing Charges** that **were not** reported on the abstract.
- Line 13, **Interest Charged on Late Assessments** that **were not** reported on the abstract.
- Line 14, **Additional Penalty Added on Prior Year 2<sup>nd</sup> 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.

**APPORTIONMENT SHEET – FORM 102**  
**SECTION A-1 (Continued)**

8	Additional Charges and Assessments During Year:			
9	Current Tax (Including Tax for Prior Years, Other Than Delinquent Tax Recharged)			
10	General Property Tax			
11	Mobile Home Tax			
12	Late Assessment Penalty and Statement Processing Charge	XXXXX	XXXXX	
13	Late Assessment Interest	XXXXX	XXXXX	
14	Additional Penalty Added on Prior Year Second Installment	XXXXX	XXXXX	
15	Penalty on Current First Installment Delinquent	XXXXX	XXXXX	
16	10% Penalty on Former Years' Tax Delinquent Added After May 10	XXXXX	XXXXX	
17	Delinquent Tax, Penalties and Interest Recharged:			
18	Tax			
19	Penalties and Interest	XXXXX	XXXXX	
20	Delinquent Tax Judgments Collected	XXXXX	XXXXX	
21	TOTAL CHARGES - Total of Lines 3 to 20			

**CREDITS:**

**Lines 24 through 33**, can be obtained from the Tax Duplicates, Duplicate Summaries, or from Settlement Reports produced by your computer 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, **Penalty Unpaid on Former Years Taxes Delinquent**, Column of the Tax Duplicate.
- Line 29, **Former Years Delinquent Tax Unpaid**, 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.**

**APPORTIONMENT SHEET – FORM 102**  
**SECTION A-1 (Continued)**

The **Net Tax and Penalty Column must equal** the Credit on Tax Duplicate Column of the Certificate of Error Summary.

The **Property Tax Replacement Credit Column must equal** the total property tax replacement column of the Certificate of Error Summary. The property tax replacement credit amount is the **total** of the State and the Local LOIT (CAGIT or COIT) property tax replacement credit as applicable.

The **Homestead Credit Column must equal** the total homestead credit column of the Certificate of Error Summary. The homestead credit amount is the **total** of the State homestead credit, HEA1001 State homestead credit, COIT homestead credit, CEDIT homestead credit, Local CEDIT Residential PTRC, Local LOIT (CAGIT or COIT) homestead credit, and Local LOIT (CAGIT or COIT) residential PTRC as applicable.

The **Total Column** of line 33 equals the total of the credit on tax duplicate column, the property tax replacement credit column and the homestead credit column of the Certificate Error Summary.

➤ Line 34, Total Credits is the total of Lines 31 to 33.

22	CREDITS			
23	Unpaid at This Settlement (Including All Charges and Assessments During Year)			
24	Current Second Installment	XXXXX	XXXXX	
25	Current First Installment	XXXXX	XXXXX	
26	Additional Penalty on Prior Year Second Installment Delinquent	XXXXX	XXXXX	
27	Penalty Current First Installment	XXXXX	XXXXX	
28	10% Penalty on Former Years' Tax Delinquent Added After May 10	XXXXX	XXXXX	
29	Former Years' Delinquent Tax	XXXXX	XXXXX	
30	All Penalties and Interest Unpaid (Except Lines 26, 27 and 28)	XXXXX	XXXXX	
31	Total Unpaid at This Settlement - Total of Lines 24 to 30	XXXXX	XXXXX	
32	Tax, Pen. and Int. Certified to Clerk of Circuit Court	XXXXX	XXXXX	
33	Certificates of Error Issued During Year			
34	TOTAL CREDITS - Total of Lines 31 to 33			

➤ Line 35, **Total Collected for the Year:** are the total charges minus the total credits (Line 21 minus Line 34).

➤ Line 36, **Settled for at June Settlement:** should agree with Line 2 Section A. If your county had only one tax due date, then this line will be blank.

➤ **Line 37, Amount for Apportionment: is the line that indicates whether or not you are in balance with the treasurer. If the Net Tax and Penalty column of line 37 and Column 3 of the County Treasurer's Certificate of Tax Collections, Form 49TC Section 1, are the same, then you and the treasurer are in balance.**

**APPORTIONMENT SHEET – FORM 102**  
**SECTION A-1 (Continued)**

Also, if Column 3 of the County Treasurer’s Certificate of Tax Collections, Form 49TC includes overpayments and the Net Tax and Penalty column of line 37 and Column 3 of the County Treasurer’s Certificate of Tax Collections, Form 49TC Section 1 differ by the amount of overpayments, then you and the treasurer are in balance.

**OVERPAYMENTS**

Overpayments are acceptable differences between the Net Tax and Penalty column of line 37 and Column 3 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 49TC Excel spreadsheet.

- **Line 39, Erroneous Tax, Penalties and Interest Refunded**, is for deducting tax refunds reported on the Certificate of Tax Refunds, Form 17TC. The Net Tax and Penalty column of Line 39 should agree with the Refunded To Taxpayer column of the Form 17TC. The Property Tax Replacement Credit Column of Line 39 should agree with the Total State and Local Property Tax Replacement Credit column from the Form 17TC. The Homestead Credit Column of Line 39 should agree with the Total Homestead Credit and Residential Property Tax Replacement Credit column on the 17TC.

If you elect to deduct boat 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, because those refunds are paid by the state.

**IMPORTANT**

**Do not show boat 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.

**APPORTIONMENT SHEET – FORM 102**  
**SECTION A-1 (Continued)**

**If boat and aircraft excise tax refunds are made from Excise Tax Receipts do one of the following:**

1. Show the excise tax on Line 44, net of refunds.
  2. Show the excise tax on Line 44, before refunds and enter the amount of the refunds on Line 45. You will enter the amount of the refunds as a negative number.
- Line 40 is where the state’s share of the 2008 & Prior Delinquent Tax and Penalties Collected is reported. This amount is equal to the amount shown in the “Taxing District Total Deduction Amount” column of the 2008 & Prior Del Tax Fund Deduction Calculation Worksheet.
- Line 41 is available for two separate uses;
1. Late payment penalties added to unpaid special assessments.
  2. Other settlement adjustments.

Special assessments include ineligible homestead credits, Sewer Liens, Weed Liens, etc.

Other settlement adjustments 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 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 would be entered on this line as a deduction.

If there had been an error on a previous settlement, then line 41 might be used to enter a correction that is necessary to bring the treasurer’s and auditor’s records in balance. If a previous settlement adjustment is made then a letter of explanation needs to accompany the settlement.

**NOTE: In future settlements a line will be added to account for the 10% delinquent penalty on special assessments such as ineligible homestead credit, sewer lines, weed liens, etc.**

- Line 42 equals the total of lines 39, 40 and 41.

**APPORTIONMENT SHEET – FORM 102**  
**SECTION A-1 (Continued)**

- Line 43, **Net Total Property Tax for Apportionment**, equals line 37 minus lines 39 and minus line 40 and minus line 41 if a positive adjustment or correction is entered on line 41 or plus line 41 if a negative adjustment or correction is entered on line 41. The amounts on line 43 are the amounts that are transferred to Columns 8 through 11, Section 1 of the County Treasurer’s Certificate of Tax Collections, Form 49TC. **The total column of Line 43 is the amount of property tax that must be apportioned in the property tax column of Section B of the Apportionment Sheet.**
  
- Line 44 or Line 44 minus 45 (depending on how you handle excise tax refunds and report them) is the excise tax amount that should be entered in Column 12, Section 1 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 Apportionment Sheet.**

**EXCISE TAX ALLOCATION**

**The excise tax amount that is entered on the apportionment sheet and the Form 49TC must be the excise tax after the deduction of the Excise Tax Allocation Deduction amount.**

- Line 46, **Total Column**, this amount should agree with Column 13, Section 1 of Form 49TC.

35	TOTAL COLLECTED THIS YEAR - Line 21 minus Line 34				
36	Property Tax at June Settlement - Line 2, Section A				
37	AMOUNT FOR APPORTIONMENT -- Line 35 minus Line 36				
38	Deductions Before Apportionment:				
39	Erroneous Tax, Penalties and Interest Refunded				
40	State's Share of 2008 and Prior Delinquent Tax and Penalties Collected				
41					
42	TOTAL (Lines 39 through 41)				
43	NET TOTAL PROPERTY TAX FOR APPORTIONMENT (Line 37 minus Line 42)				
44	License Excise Tax For Apportionment		XXXXX	XXXXX	
45					
46	TOTAL NET AMOUNT FOR APPORTIONMENT -- Total of Lines 43 to 45				

**IMPORTANT**

**THE FORM 102, SECTION A-1 MUST BALANCE. IF IT DOES NOT, THEN THE SETTLEMENT SHEET FORM 105 WILL NOT BALANCE.**

**APPORTIONMENT SHEET – FORM 102  
SECTION B**

**SECTION B**

In Section B apportion the totals of Line 43, Section A-1, Property Tax and Line 44 or Line 44 minus Line 45, Section A-1, Excise Tax. **The excise tax amount apportioned must be the excise tax after the deduction of the Excise Tax Allocation Deduction amount, but do not list the Excise Tax Allocation Deduction amount in Section B.**

Most counties have computer programs that calculate apportionments, but in case you don't or if you wish to test your program you can find instructions on how to manually calculate apportionments in Chapter 9, Section M of the County Auditor's Manual.

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

**The DLGF certified rates are adjusted to exempt the affected funds from the circuit breaker revenue loss. The adjusted property tax rates are calculated by the auditor of state's office based on the circuit breaker credit amount reported on the current year abstract. The adjusted property tax rates are provided by the auditor of state's office to the county auditor of the affected counties.**

**For those counties who do not have adjusted rates to exempt the effect of circuit breakers, then use the DLGF certified rates to calculate the apportionment of taxes.**

**SECTION B - TIF APPORTIONMENT**

**If your county does not have TIF Districts, then you  
can disregard the following explanations.**



**IMPORTANT**

If a **TIF** area exists in a taxing district, then the amount of property tax that is to be distributed to the Redevelopment Commission **must be deducted before the apportionments are calculated.**

**APPORTIONMENT SHEET – FORM 102**  
**SECTION B (Continued)**

The amount of property tax to be distributed to the Redevelopment Commission is entered as a fund amount at the bottom of Section B, Lines 94, 95, and 96. The amount of property tax to be deducted and distributed to the Redevelopment Commission will be the TIF taxes and, if applicable, Tax Increment Replacement (TIR) taxes in the TIF District.

The **TIR** tax distribution to the Redevelopment District will be composed of two parts:

➡ **Part One:** TIR taxes **within** the TIF District.

The TIR tax distribution of the TIR taxes within the TIF District must be deducted before the apportionments are calculated.

➡ **Part Two:** TIR taxes **outside** of the TIF District.

The TIR tax distribution of TIR taxes outside of the TIF District **is not** deducted prior to the apportionment calculations, but rather it is one of the fund amounts calculated during the apportionment calculation.

**Determining TIF Dollars to Distribute**

One of two methods can be used to determine the amount of TIF dollars to distribute to a Redevelopment Commission:

■ Tracking payments

■ Using the Abstract.

When **payments** are used as the basis of determining the TIF distribution, then payments must be tracked parcel by parcel and delinquencies must be shown separately on the TIF District line of the next year's Abstract.

**Basing the TIF distribution on the payments is the most preferred method.**

When the **Abstract** is used as the basis, then the TIF amounts shown on the Abstract are the basis of the TIF distribution and delinquencies are not tracked and are not shown separately on the TIF District line of the next year's Abstract. Reasons for using the Abstract as the basis of determining the amount of TIF dollars to distribute to a Redevelopment Commission are:

■ Tax collection system does not have the capability of tracking payments on TIF parcels.

■ Using the Abstract as the basis of the TIF distribution is easier than using payments as the basis, especially when there are many parcels in a TIF District.

**APPORTIONMENT SHEET – FORM 102**  
**SECTION B (Continued)**

- While in some years using the Abstract as the basis of the TIF distribution may result in distributing TIF dollars that were not paid by the taxpayer, ultimately the taxes could be paid because of tax sale enforcement procedures. Keep in mind there is no guarantee the property will be sold and taxes paid through the tax sale process.

**BANKRUPTCY IN A TIF DISTRICT**

**If a taxpayer in the TIF District has filed bankruptcy or a bankruptcy is pending, then tax payments should be the basis of the TIF distribution and not the Abstract. Also, you should watch closely for other non-payment issues. In the situation where there is a delinquent taxpayer(s) whose assessed value generates a large portion of the increment of a TIF District, tax payments should be the basis of the TIF distribution and not the Abstract.**

- If the Abstract has been the basis for distributions to the Redevelopment Commission and a TIF District is ending and there are unpaid taxes, then the final distribution to the Redevelopment Commission must be adjusted for the unpaid taxes at that time.
- Finally, when DLGF approved tax rates they used the TIF increment assessed value with the assumption of full payment. Therefore using the Abstract rather than payments as the basis of the TIF distribution reflects the TIF tax dollars that were subtracted out when tax rates were approved and reflects what the Redevelopment Commission is anticipating as the TIF distribution.
- If the abstract is used as a basis for distribution to the Redevelopment Commission and there is a correction to a TIF parcel, then the abstract amount must be adjusted prior to the calculation of the TIF district distribution.

**TAX INCREMENT REPLACEMENT**

With the **Tax Increment Replacement (TIR)** taxes it becomes more complex in some TIF Districts to determine the TIF distribution by tracking payments. The reason is the TIF distribution will be the combination of the TIF taxes and TIR taxes. In previous years you would calculate the portion of state PTRC on TIR taxes. Since there is no longer state PTRC, you will not calculate the PTRC on TIR taxes.

For counties who have adopted LOIT PTRC, the TIF districts will receive a portion of the LOIT PTRC.

**APPORTIONMENT SHEET – FORM 102**  
**SECTION B (Continued)**

Before the introduction of TIR when taxes paid was the method of determining the TIF distribution the net tax amount of TIF taxes paid was the TIF distribution amount. Now with TIR if taxes paid is the method used to determine the TIF distribution amount, the TIF distribution will be the combination of the net amount paid prorated between TIF and TIR.

**Aspects of TIR**

The following sentences and paragraphs explain how to use the Abstract as the method of determining the TIF distribution and the TIR distribution to the Redevelopment Commission.

**TIF, TIR & REDEVELOPMENT AREA**



**TIR OUTSIDE TIF:** Is the TIR taxes from the **entire** redevelopment area

**TIR INSIDE TIF:** Is the TIR taxes on the **increment value** in the TIF District.

If the redevelopment area encompasses several taxing districts, then the Redevelopment Commission will receive a TIR distribution based on the TIR rate in those several taxing districts.

A redevelopment area created by a city or town is the entire incorporated area of the city or town. A redevelopment area created by a county, it is the entire unincorporated area of the county.

If there is a TIR rate for a TIF District in a redevelopment area created by a city or town, then the TIR rate will be charged in all of the taxing districts that make up the incorporated area of the city or town.

If there is a TIR tax rate for a TIF District in a redevelopment area created by a county, then the TIR rate will be charged in all of the taxing districts that make up the unincorporated area of the county.

The tax distribution (**including excise**) allocated to the TIR based on the TIR rate (outside the TIF District) will be distributed to the Redevelopment Commission as a TIR distribution. In other words, the TIR distribution is set up as a fund to be distributed to the Redevelopment Commission. This fund will receive property and excise tax in the normal process of the allocating taxes based on tax rates. The TIR tax distribution generated by the TIR rate on the redevelopment area **outside** of the TIF District area will **not** be taken off the top prior to calculating tax distributions.

**APPORTIONMENT SHEET – FORM 102**  
**SECTION B (Continued)**

In the following explanation the Abstract amounts being referred to are the amounts on the TIF District lines below the subtotal. The following explanation may refer to Abstract columns that you will not have amounts in, because the explanation is covering every possible combination and not any one county will have every possible combination. Don't let this confuse you, if an Abstract column is mentioned that you do not have an amount in, then just skip over that step and proceed to the next step.

Keep in mind as you read the following it is being explained how to use the Abstract to determine the Apportionment Sheet Section B TIF tax amount and, if applicable, the TIR tax amount within the TIF District. After the Section B amount has been determined, the final amount distributed (the amount you write the check for) will need to be reduced by any amounts that have been advanced to the Redevelopment Commission.

**THE TIF TAX AMOUNT IS DETERMINED AS FOLLOWS**

Abstract Section 4 Column 25 TIF  
Equals: Total TIF Amount for the Year  
Minus: June Settlement TIF Distribution  
Equals: December Settlement Apportionment Sheet Section B TIF Amount

The above Section B TIF amount will be deducted from property taxes **prior to calculating tax distributions**. Also, the above Section B TIF amount will be shown as a fund amount in Section B of the Apportionment Sheet and the Settlement Sheet. When you distribute the TIF amount to the Redevelopment Commission you must show the TIF amount separately on the Certificate of Tax Distribution Form 22.

The final amount of TIF taxes you distribute to the Redevelopment Commission will need to be reduced by any TIF amounts that have been advanced to the Redevelopment Commission.

**THE TIR TAX AMOUNT FROM WITHIN THE TIF DISTRICT  
IS DETERMINED AS FOLLOWS**

Abstract Section 4 TIR Column on the TIF District line of the Abstract  
Minus: June Settlement TIR Distribution (See Note at bottom of page)  
Equals: December Settlement Apportionment Sheet Section B TIR Amount (See Note at bottom of page)

**NOTE**

The June Settlement amount subtracted here is only the TIR tax amount from within the TIF District and is not the TIR tax amount from outside of the TIF District. Also, the above December Settlement TIR tax amount is only the TIR tax amount from within the TIF District and is not the TIR tax amount from outside of the TIF District.

**APPORTIONMENT SHEET – FORM 102**  
**SECTION B (Continued)**

The aforementioned Section B TIR amount will be deducted from property taxes **prior to calculating tax distributions**. Also, the above Section B TIR amount will be shown as a fund amount in Section B of the Apportionment Sheet and the Settlement Sheet. When you distribute the TIR amount to the Redevelopment Commission you must show the TIR amount separately on the Certificate of Tax Distribution Form 22.

The final amount of TIR taxes you distribute to the Redevelopment Commission will need to be reduced by any TIR amounts that have been advanced to the Redevelopment Commission.

**TIR TAXES OUTSIDE THE TIF DISTRICT**

In addition to the TIR tax distribution from within the TIF District, the Redevelopment Commission will receive a TIR tax distribution from the TIR taxes outside of the TIF District. The TIR tax distribution from outside the TIF District **will not** be deducted from property taxes prior to calculating tax distributions. The TIR tax distribution (including excise tax) from outside the TIF District will be determined when you calculate regular tax distributions with your tax distribution programs.

The TIR tax distribution from outside the TIF District must be shown separately in Section B, Line 96 of the Apportionment Sheet and the Settlement Sheet. Also, the TIR tax distribution from outside the TIF District is distributed to the Redevelopment Commission it must be shown separate from the TIR tax distribution within the TIF District on the Certificate of Tax Distribution Form 22.

	Total Net Property Tax	License Excise Tax	Total Property And Excise
<b>TIF-All Districts</b>	0.00	0.00	0.00
<b>TIR in TIF-All Districts</b>	0.00	0.00	0.00
<b>TIR outside TIF-All Districts</b>	0.00	0.00	0.00

The final amount of TIR taxes outside the TIF District you distribute to the Redevelopment Commission will need to be reduced by any TIR Taxes outside of the TIF district amounts you have previously advanced to the Redevelopment Commission.

## **STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION WORKSHEET**

The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is an electronic spreadsheet provided by the auditor of state's office. The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is used to determine if additional homestead credit and, if applicable, residential property tax replacement credit is needed at December Settlement, or if there is an excess of homestead credit and, if applicable, residential property tax replacement credit at December Settlement.

The need for additional state and/or local homestead credit, or the existence of excess state and/or local homestead credit must be determined separately. The reason is additional state homestead will be sent to the county by the state and excess state homestead credit will be sent to the state by the county. Additional local homestead credit and, if applicable, residential property tax replacement credit will be disbursed to the county treasurer from the local homestead credit or residential property tax replacement credit fund and excess local homestead credit and, if applicable, residential property tax replacement credit will be quietus to the local homestead credit or residential property tax replacement credit fund.

The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet accomplishes the separate reconciliation of state and local homestead credit and residential property tax replacement credit.

For purposes of reconciling homestead credit, the HEA1001 State Homestead Credit is considered local homestead because any additional HEA1001 State Homestead needed at December Settlement will be obtained by writing a check to the county treasurer from the HEA1001 State Homestead Fund and if there is an excess at December Settlement, the excess will be quietus to the HEA1001 State Homestead Credit Fund. The HEA1001 State Homestead Credit money the county received for 2010 will not be returned to the state nor will the state send the county more HEA1001 State Homestead Credit money for 2010. The balance in the HEA1001 State Homestead Credit Fund after the December Settlement will remain in the fund.

For the purpose of homestead credit reconciliation the residential property tax replacement credit is included because in counties (Clay, Clinton, Grant, Huntington, Jay, Miami, Wabash, and Wells) that have residential property tax replacement credit homestead properties receive both homestead credit and residential property tax replacement credit.

**The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet must be completed by all counties.**

Following are instructions to completing the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

Within the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet electronic spreadsheet there is a separate worksheet for each taxing district and a summary worksheet that totals the amounts entered to each of taxing district worksheets. The first worksheet is the Summary Worksheet followed by the taxing district worksheets.

The only entry to be made to the Summary Worksheet is the “County Name” and December Settlement “Tax Year”. You must enter the county name and tax year. The remaining items on the Summary Worksheet are totals of the amounts entered on the taxing district worksheets and the amounts on the Summary Worksheet are created by formulas contained in the Summary Worksheet.

The Taxing District Worksheet tabs of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet electronic spreadsheet sent to your county by the auditor of state does not contain your county’s taxing district names, but you may insert the your taxing district names by:

- Right clicking on the tab
- Select Rename
- Then type the taxing district name

Following are instructions to the entries to be made to each taxing district worksheet. Following these instructions is a discussion of the Summary Worksheet of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet and use of the amounts on the Summary Worksheet.

**PLEASE do not add or delete any worksheet. Also, do not cut and paste data within the worksheet. It may affect the embedded formulas.**

**Taxing District Worksheet Instructions**

On the “Taxing District Name” line enter the name of the taxing district.

On most lines of the worksheet the amount in the total homestead credit and residential property tax replacement credit column **must** agree with the amount in the homestead credit column on a line on the Apportionment Sheet. When applicable I indicated in the following instructions the line of the Apportionment Sheet that the amount in the total homestead credit and residential property tax replacement credit column must agree with the amount in the homestead credit column of the Apportionment Sheet.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

On each line of the worksheet there is a proof of homestead credit and residential property tax replacement credit column. The purpose of the proof of homestead credit and residential property tax replacement credit column is to verify that the total of the amounts entered in the homestead credit and residential property tax replacement columns equal the amount entered in the total homestead credit and residential property tax replacement credit column.

You will not enter an amount in the proof of homestead credit and residential property tax replacement credit column because the column contains a formula that subtracts the amounts entered in the homestead credit and residential property tax replacement credit columns from the amount entered in the total homestead credit and residential property tax replacement credit column. If the proof column equals 0.00, then the amounts entered in homestead credit and residential property tax replacement credit columns do equal the amount entered in the total homestead credit and residential property tax replacement credit column. A value of 0.00 in the proof column indicates that the amounts entered on the line appear to be correct. If the proof column does not equal 0.00, then one or more of the amounts entered on the line is not correct. The problem must be resolved before you can continue with the worksheet.

**Taxing District Worksheet**

**Line 1.) Homestead Credit and Residential PTRC amounts (including TIF) from Columns 11 through 16, Section 5 of the Abstract.**

The amounts for this line come directly from the Abstract and the total homestead and residential property tax replacement credit on this line must agree with the homestead credit amount in the homestead credit column on Line 3, Section A-1 of the Apportionment Sheet, Form 102.

**Taxing District Worksheet**

**Line 2.) Abstract adjustment**

If there is an adjustment in the homestead credit column on Line 7, Section A-1 of the Apportionment Sheet, Form 102, then there must be an entry on this line of the reconciliation worksheet.

The amount in the total homestead credit and residential property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the homestead credit column of Line 7, Section A-1 of the Apportionment Sheet, Form 102.

The amount on this line of the reconciliation worksheet is allocated to the types of homestead credit and, if applicable, residential property tax replacement credit based on the credit rates.

The allocation is done by first determining the total of the homestead credit rates and, if applicable, the combined total of the homestead credit rates and the residential property tax replacement credit rates.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Taxing District Worksheet**

**Line 2.) Abstract adjustment (continued)**

The next step is to calculate an allocation factor by dividing the amount to be allocated by the total of the credit rates.

The third step is to multiply the allocation factor times each of the credit rates to get the amount for each credit.

The final step is to determine if a rounding adjustment needs to be made to one of the individual credit amounts and that is done by verifying that the total of the individual credit amounts equal the original total and if they don't then adjust one of the individual credit amounts by the difference.

NOTE: State Homestead Credit and HEA 1001 State Homestead Credit will not be included in the breakdown of homestead credit abstract adjustments for 2010 pay 2011 as there is no state homestead credit or HEA 1001 state homestead credit for 2010 pay 2011.

Please see the Certificate of Error Summary instructions for an example of allocating an amount between credits.

**Taxing District Worksheet**

**Line 3.) Add credit due on: General Property Tax**

The homestead credit and, if applicable, residential property tax replacement credit on added property tax charges is entered on this line and the amount in the total homestead credit and residential property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the homestead credit column of Line 10, Section A-1 of the Apportionment Sheet, Form 102.

An analysis of the added property tax charges that have homestead credit and/or residential property tax replacement credit will have to be made to determine the tax years of the added charges because the allocation of homestead credit and/or residential property tax replacement credit between the types of homestead credit and/or residential property tax replacement credit will be based on each tax year's homestead credit rates and, if applicable, combination homestead credit and residential property tax replacement credit rate.

The first step is to group by tax year the added property tax charges that have homestead credit and/or residential property tax replacement credit.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Taxing District Worksheet**

**Line 3.) Add credit due on: General Property Tax (continued)**

The next step is to total the homestead credit and/or residential property tax replacement credit for each of the tax year groups.

Once the total for each tax year is determined then allocate the homestead credit and/or residential property tax replacement credit between the types of homestead credit and/or residential property tax replacement credit for each tax year.

Once the tax years of the added charges with homestead credit and/or residential property tax replacement credit have been determined, then the total homestead credit rate, or, if applicable, the total homestead credit and residential property tax replacement credit rate for each tax year must be determined. After the total credit rate for each applicable year has been determined, then the allocation between the credit types can be calculated.

The first step to allocating the tax year total is to divide the total amount to be allocated by the total homestead credit rate, or, if applicable, the total homestead credit and residential property tax replacement credit rate to get an allocation factor.

The second step is to multiply the allocation factor times each of the individual homestead credit rates and, if applicable, residential property tax replacement credit rate to get each of the individual credit amounts for the tax year.

The third step is to determine if a rounding adjustment needs to be made to one of the individual credit amounts and that is done by verifying that the total of the individual credit amounts equal the original total and if the two amounts are not the same then adjust one of the individual credit amounts by the difference.

Please see the Certificate of Error Summary instructions for an example of allocating an amount between credits.

The final step to get the amounts for Line 3 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is to add together the amounts for each tax year. The totals for all years will be the amounts for Line 3.

If the homestead credit on an added charge is for a tax year when there was state homestead credit only, then the allocation calculation does not have to be done for that tax year because the homestead credit is all state homestead credit.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Taxing District Worksheet**

**Line 3.) Add credit due on: General Property Tax (continued)**

Also, if the county has residential property tax replacement credit and the residential property tax replacement credit is on a non-homestead property, then the allocation calculation does not have to be done for that parcel because all of the credit is residential property tax replacement credit. But the residential property tax replacement credit for the parcel or parcels does have to be included on Line 3 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

**Taxing District Worksheet**

**Line 4.) Add credit due on: Mobile Home Tax**

The homestead credit and, if applicable, residential property tax replacement credit on mobile home tax charges is entered on this line and the amount in the total homestead credit and residential property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the homestead credit column of Line 11, Section A-1 of the Apportionment Sheet, Form 102.

An analysis of the mobile home tax charges that have homestead credit and/or residential property tax replacement credit will have to be made to determine the tax years of the mobile home tax charges because the allocation of homestead credit and/or residential property tax replacement credit between the types of homestead credit and/or residential property tax replacement credit will be based on each tax year's homestead credit rates and, if applicable, the total homestead credit and residential property tax replacement credit rate.

The first step is to group by tax year the mobile home tax charges that have homestead credit and/or residential property tax replacement credit.

The next step is to total the homestead credit and/or residential property tax replacement credit for each of the tax year groups. Once the total for each tax year is determined then allocate the homestead credit and/or residential property tax replacement credit between the types of homestead credit and/or residential property tax replacement credit for each tax year.

Once the tax years of the mobile home tax charges with homestead credit and/or residential property tax replacement credit have been determined, then the total homestead credit rate, or, if applicable, the total homestead credit and residential property tax replacement credit rate for each tax year must be determined.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Taxing District Worksheet**

**Line 4.) Add credit due on: Mobile Home Tax (continued)**

After the total credit rate for each applicable year has been determined, then the allocation between the credit types can be calculated.

The first step to allocating the tax year total is to divide the total amount to be allocated by the total homestead credit rate, or, if applicable, the total homestead credit and residential property tax replacement credit rate to get an allocation factor.

The second step is to multiply the allocation factor times each of the individual homestead credit rates and, if applicable, residential property tax replacement credit rate to get each of the individual credit amounts for the tax year.

The third step is to determine if a rounding adjustment needs to be made to one of the individual credit amounts and that is done by verifying that the total of the individual credit amounts equals the original total and if the two amounts are not the same then adjust one of the individual credit amounts by the difference.

Please see the Certificate of Error Summary instructions for an example of allocating an amount between credits.

The final step to get the amounts for Line 4 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is to add together the amounts for each tax year. The totals for all years will be the amounts for Line 4.

If the homestead credit on a mobile home tax charge is for a tax year when there was state homestead credit only, then the allocation calculation does not have to be done for that tax year because the homestead credit is all state homestead credit.

**Taxing District Worksheet**

**Line 5.) Add: Delinquent tax recharged**

The homestead credit and, if applicable, residential property tax replacement credit on delinquent tax recharges is entered on this line and the amount in the total homestead credit and residential property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the homestead credit column of Line 18, Section A-1 of the Apportionment Sheet, Form 102.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Taxing District Worksheet**

**Line 5.) Add: Delinquent tax recharged (continued)**

An analysis of the delinquent tax recharges that have homestead credit and/or residential property tax replacement credit will have to be made to determine the tax years of the delinquent tax recharges because the allocation of homestead credit and/or residential property tax replacement credit between the types of homestead credit and/or residential property tax replacement credit will be based on each tax year's homestead credit rates and, if applicable, combination homestead credit and residential property tax replacement credit rate.

The first step is to group by tax year the delinquent tax recharges that have homestead credit and/or residential property tax replacement credit.

The next step is to total the homestead credit and/or residential property for each of the tax year groups. Once the total for each tax year is determined then allocate the homestead credit and/or residential property tax replacement credit between the types of homestead credit and/or residential property tax replacement credit for each tax year.

Once the tax years of the delinquent tax recharges with homestead credit and/or residential property tax replacement credit have been determined, then the total homestead credit rate, or, if applicable, the total homestead credit and residential property tax replacement credit rate for each tax year must be determined.

After the total credit rate for each applicable year has been determined, then the allocation between the credit types can be calculated.

The first step to allocating the tax year total is to divide the total amount to be allocated by the total homestead credit rate, or, if applicable, the total homestead credit and residential property tax replacement credit rate to get an allocation factor.

The second step is to multiply the allocation factor times each of the individual homestead credit rates and, if applicable, residential property tax replacement credit rate to get each of the individual credit amounts for the tax year.

The third step is to determine if a rounding adjustment needs to be made to one of the individual credit amounts and that is done by verifying that the total of the individual credit amounts equal the original total and if the two amounts are not the same then adjust one of the individual credit amounts by the difference.

Please see the Certificate of Error Summary instructions for an example of allocating an amount between credits.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Taxing District Worksheet**

**Line 5.) Add: Delinquent tax recharged (continued)**

The final step to get the amounts for Line 5 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is to add together the amounts for each tax year. The totals for all years will be the amounts for Line 5. If the homestead credit on a delinquent tax recharge is for a tax year when there was state homestead credit only, then the allocation calculation does not have to be done for that tax year because the homestead credit is all state homestead credit.

Also, if the county has residential property tax replacement credit and the residential property tax replacement credit is on a non-homestead property, then the allocation calculation does not have to be done for that parcel because all of the credit is residential property tax replacement credit. But the residential property tax replacement credit for the parcel or parcels does have to be included on Line 5 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

**Taxing District Worksheet**

**Line 6.) Total charges**

This line of State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is the total of lines 1 through 5. The electronic spreadsheet contains a formula that calculates this line. The amount in the total homestead credit and residential property tax replacement credit column on this line of the reconciliation worksheet must agree with the amount in homestead column of Line 21 of Section A-1 of the Apportionment Sheet, Form 102.

**Taxing District Worksheet**

**Line 7.) Less: Certificate of errors issued during year (From Certificate of Error Summary)**

On this line enter the taxing district totals from the Certificate of Error Summary. The amount in the total homestead credit and residential property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the homestead credit column of Line 33, Section A-1 of the Apportionment Sheet, Form 102.

The amounts for this line can be found on the Certificate of Error Summary. Please see the Certificate of Error Summary instructions for the instructions to determining the taxing district amounts for this line of the reconciliation worksheet.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Taxing District Worksheet**

**Line 8.) Less: Erroneous tax refunded (From Form 17TC Summary)**

On this line enter the taxing district totals from the Form 17TC Summary. The amount in the total homestead credit and residential property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the homestead credit column of Line 39, Section A-1 of the Apportionment Sheet, form 102.

The amounts for this line can be found on the 17TC Summary. Please see the Form 17TC Summary instructions for the instructions to determining the taxing district amounts for this line of the reconciliation worksheet.

**Taxing District Worksheet**

**Line 9.) Settlement Adjustment**

If there is an adjustment in the homestead credit column on Line 41, Section A-1 of the Apportionment Sheet, form 102, then there must be an entry on this line of the reconciliation worksheet. The amount in the total homestead credit and residential property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the homestead credit column of Line 41, Section A-1 of the Apportionment Sheet, Form 102. The amount on this line of the reconciliation worksheet is allocated to the types of homestead credit and, if applicable, residential property tax replacement credit based on the credit rates.

The allocation is done by first determining the total of the homestead credit rates and, if applicable, the total of the homestead credit rates and the residential property tax replacement credit rates.

The next step is to calculate an allocation factor by dividing the amount to be allocated by the total of the credit rates.

The third step is to multiply the allocation factor times each of the credit rates to get the amount for each credit.

The final step is to determine if a rounding adjustment needs to be made to one of the individual credit amounts and that is done by verifying that the total of the individual credit amounts equal the original total and if they don't then adjust one of the individual credit amounts by the difference.

Please see the Certificate of Error Summary instructions for an example of allocating an amount between credits.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Taxing District Worksheet  
Line 10.) Total deductions**

This line of State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is the total of lines 7 through 9. The electronic spreadsheet contains a formula that calculates this line.

The amount on this line of the Taxing District Worksheet does not directly relate to a line of the Apportionment Sheet.

**Taxing District Worksheet  
Line 11.) Net amount due for the year**

This line of State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is line 6 minus line 10. The electronic spreadsheet contains a formula that calculates this line.

The amount on this line of the Taxing District Worksheet does not directly relate to a line of the Apportionment Sheet.

**Taxing District Worksheet  
Line 12.) Less: HEA1001 State HSC, COIT HSC, CEDIT HSC, CEDIT Residential PTRC, LOIT  
(CAGIT or COIT) HSC and LOIT (CAGIT or COIT) Residential PTRC included in June Settlement**

The amounts for this line are the June Settlement homestead credit and residential property tax replacement credit amounts. The amount in the total homestead credit and residential property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the homestead credit column of Line 36, Section A-1 of the Apportionment Sheet, Form 102.

**Taxing District Worksheet  
Line 13.) Net amount due this Settlement**

This line of State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is line 11 minus line 12. The electronic spreadsheet contains a formula that calculates this line.

The amount in the total homestead credit and residential property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the homestead credit column of Line 43, Section A-1 of the Apportionment Sheet, Form 102.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Taxing District Worksheet**

**Line 14.) Less: HEA1001 State HSC, COIT HSC, CEDIT HSC, CEDIT Residential PTRC, LOIT (CAGIT or COIT) HSC and LOIT (CAGIT or COIT) Residential PTRC included in county treasurer certification for December Settlement**

The amounts entered on this line are the breakdown of the December Settlement homestead credit and residential property tax replacement amounts certified by the county treasurer on the County Treasurer's Certificate of Tax Collections Form 49TC.

The amount in the total homestead credit and residential property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in Column 5 of the Treasurer's Certificate of Tax Collections Form 49TC.

**Taxing District Worksheet**

**Line 15.) Additional needed, or (excess) State, HEA1001 State HSC, COIT HSC, CEDIT HSC, CEDIT Residential PTRC, LOIT (CAGIT or COIT) HSC and LOIT (CAGIT or COIT) Residential PTRC before omitted homestead credit refunds**

This line of State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is line 13 minus line 14. The electronic spreadsheet contains a formula that calculates this line.

The amounts on this line represent the additional or excess homestead credit and residential property tax replacement credit at December Settlement before adding omitted homestead credit and residential property tax replacement credit refunds.

Positive amounts indicate additional homestead credit or residential property tax replacement credit needed before the addition of omitted homestead credit refunds.

Negative amounts indicate excess homestead credit or residential property tax replacement credit before the addition of omitted homestead credit refunds.

**The amounts on this line are the amounts for Columns 22 through 28, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC.**

The amount in the **total homestead credit and residential property tax replacement credit column** of this line of the reconciliation worksheet **must be the same as the amount in Column 21, Section 2** of the Treasurer's Certificate of Tax Collections Form 49TC.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Taxing District Worksheet**

**Line 16.) Add: Omitted homestead credit refunds (From Form 17HC Summary)**

On this line enter the taxing district totals from the Form 17HC Summary.

Please see the Form 17HC Summary instructions for the instructions to determining the taxing district amounts for this line of the reconciliation worksheet.

**Taxing District Worksheet**

**Line 17.) Additional needed, or (excess) State, HEA1001 State HSC, COIT HSC, CREDIT HSC, CREDIT Residential PTRC, LOIT (CAGIT or COIT) HSC and LOIT (CAGIT or COIT) Residential PTRC after omitted homestead credit refunds**

This line of State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is line 15 plus line 16. The electronic spreadsheet contains a formula that calculates this line.

The amounts on this line represent the additional or excess homestead credit and residential property tax replacement credit at December Settlement after adding omitted homestead credit and residential property tax replacement credit refunds.

Positive amounts indicate additional homestead credit or residential property tax replacement credit needed after the addition of omitted homestead credit refunds.

Negative amounts indicate excess homestead credit or residential property tax replacement credit after the addition of omitted homestead credit refunds.

**Summary Worksheet Instructions**

**The amounts in state homestead credit column of the Summary Worksheet will be the amounts for State Homestead Credit Column of the Settlement of State Property Tax Replacement Credit and State Homestead Credit Form 105A.** But before the amounts in the state homestead credit column of the Summary Worksheet are used for the Form 105A all of the following must true about the Summary Worksheet.

**On each line** of the Summary Worksheet the amount in **the proof of homestead credit and residential property tax replacement credit column must be 0.00.** If there is an amount other than 0.00 in the proof column on any line of the Summary Worksheet, then the amounts on that same line on one or more of the Taxing District Worksheets are incorrect. The amounts on the Taxing District Worksheet or Taxing District Worksheets must be resolved.

The amount in the total homestead credit and residential property tax replacement credit column of the Summary Worksheet must agree with the amount in the homestead credit column of the Settlement Sheet as follows.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Summary Worksheet**

**Line 1.) Homestead Credit and Residential PTRC amounts from Columns 11 through 15, Section 5 of the Abstract.**

The amount in the total homestead credit and residential property tax replacement column on this line of the Summary Worksheet must agree with the homestead credit amount on Line 3, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the homestead credit amount on Line 3, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 2.) Abstract adjustment**

The amount in the total homestead credit and residential property tax replacement column on this line of the Summary Worksheet must agree with the homestead credit amount on Line 7, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the homestead credit amount on Line 7, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 3.) Add credit due on: General Property Tax**

The amount in the total homestead credit and residential property tax replacement column on this line of the Summary Worksheet must agree with the homestead credit amount on Line 10, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the homestead credit amount on Line 10, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 4.) Add credit due on: Mobile Home Tax**

The amount in the total homestead credit and residential property tax replacement column on this line of the Summary Worksheet must agree with the homestead credit amount on Line 11, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the homestead credit amount on Line 11, Section A-1 of the Taxing District's Apportionment Sheet, Form, 102. The Taxing District Worksheet problem must be resolved.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Summary Worksheet**

**Line 5.) Add: Delinquent tax recharged**

The amount in the total homestead credit and residential property tax replacement column on this line of the Summary Worksheet must agree with the homestead credit amount on Line 18, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the homestead credit amount on Line 18, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 6.) Total charges**

The amount in the total homestead credit and residential property tax replacement column on this line of the Summary Worksheet must agree with the homestead credit amount on Line 21, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the homestead credit amount on Line 21, Section A-1 of the Taxing District's Apportionment Sheet, form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 7.) Less: Certificate of errors issued during year (From Certificate of Error Summary)**

The amount in the total homestead credit and residential property tax replacement column on this line of the Summary Worksheet must agree with the homestead credit amount on Line 33, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the homestead credit amount on Line 33, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 8.) Less: Erroneous tax refunded (From Form 17TC Summary)**

The amount in the total homestead credit and residential property tax replacement column on this line of the Summary Worksheet must agree with the homestead credit amount on Line 39, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the homestead credit amount on Line 39, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Summary Worksheet**

**Line 9.) Settlement Adjustment**

The amount in the total homestead credit and residential property tax replacement column on this line of the Summary Worksheet must agree with the homestead credit amount on Line 41, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the homestead credit amount on Line 41, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 10.) Total deductions**

The amount on this line of the Summary Worksheet does not directly relate to a line of the Settlement Sheet.

**Summary Worksheet**

**Line 11.) Net amount due for the year**

The amount on this line of the Summary Worksheet does not directly relate to a line of the Settlement Sheet.

**Summary Worksheet**

**Line 12.) Less: HEA1001 State HSC, COIT HSC, CEDIT HSC, CEDIT Residential PTRC, LOIT (CAGIT or COIT) HSC and LOIT (CAGIT or COIT) Residential PTRC included in June Settlement**

The amount in the total homestead credit and residential property tax replacement column on this line of the Summary Worksheet must agree with the homestead credit amount on Line 36, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the homestead credit amount on Line 36, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 13.) Net amount due this Settlement**

The amount in the total homestead credit and residential property tax replacement column on this line of the Summary Worksheet must agree with the homestead credit amount on Line 43, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the homestead credit amount on Line 43, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Summary Worksheet**

**Line 14.) Less: HEA1001 State HSC, COIT HSC, CEDIT HSC, CEDIT Residential PTRC, LOIT (CAGIT or COIT) HSC and LOIT (CAGIT or COIT) Residential PTRC included in county treasurer certification for December Settlement**

The amount in the total homestead credit and residential property tax replacement credit column of this line of the Summary Worksheet must be the same as the total of Column 5 of the Treasurer's Certificate of Tax Collections Form 49TC. If it is not the same, then the amount in the total homestead credit and residential property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with homestead credit amount in Column 5 of the Treasurer's Certificate of Tax Collections Form 49TC. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 15.) Additional needed, or (excess) State, HEA1001 State HSC, COIT HSC, CEDIT HSC, CEDIT Residential PTRC, LOIT (CAGIT or COIT) HSC and LOIT (CAGIT or COIT) Residential PTRC before omitted homestead credit refunds**

The amounts on this line represent the additional or excess homestead credit and residential property tax replacement credit at December Settlement before adding omitted homestead credit and residential property tax replacement credit refunds. Positive amounts indicate additional homestead credit or residential property tax replacement credit needed before the addition of omitted homestead credit refunds. Negative amounts indicate excess homestead credit or residential property tax replacement credit before the addition of omitted homestead credit refunds.

**The amounts on this line of the Summary Worksheet must be the same as the totals of Columns 22 through 28, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC.** If the amounts on this line are not the same as the totals of Columns 22 through 28, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC, then the amounts on this line of one or more of the Taxing District Worksheet must not agree with the amounts in Columns 22 through 28 of the County Treasurer's Certificate of Tax Collections Form 49TC. The Taxing District Worksheet problem must be resolved. A suggestion would be to verify the correct data entry on the 49TC.

The amount in the total homestead credit and residential property tax replacement credit column of this line of the Summary Worksheet must be the same as the total of Column 21, Section 2 of the Treasurer's Certificate of Tax Collections Form 49TC. If the amount in the total homestead credit and residential property tax replacement credit column on this line of the Summary Worksheet is not the same as the total of Column 21, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC, then the amount in the total homestead credit and residential property tax replacement credit column on this line of one or more of the Taxing District Worksheet must not agree with the amount in Column 21, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC. The Taxing District Worksheet problem must be resolved.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

**Summary Worksheet**

**Line 16.) Add: Omitted homestead credit refunds (From Form 17HC Summary)**

The amounts on this line of the Summary Worksheet must be the same as the totals of the Form 17HC Summary. If the amounts on this line are not the same as the totals of Form 17HC Summary, then the amounts on this line of one or more of the Taxing District Worksheet must not agree with the taxing district amounts on the Form 17HC Summary. The Taxing District Worksheet problem must be resolved.

**A quietus without a check to the county general fund must be prepared at the December Settlement for the amount in the total homestead credit and residential property tax replacement credit column of the Summary Worksheet.**

**Note: Omitted homestead credits are not included on the 49TC, Columns 22 through 28, Section 2.**

**Summary Worksheet**

**Line 17.) Additional needed, or (excess) State, HEA1001 State HSC, COIT HSC, CEDIT HSC, CEDIT Residential PTRC, LOIT (CAGIT or COIT) HSC and LOIT (CAGIT or COIT) Residential PTRC after omitted homestead credit refunds**

The amounts on this line of the Summary Worksheet represent the additional or excess homestead credit and residential property tax replacement credit at December Settlement after adding omitted homestead credit and residential property tax replacement credit refunds. Positive amounts indicate additional homestead credit or residential property tax replacement credit needed after the addition of omitted homestead credit refunds. Negative amounts indicate excess homestead credit or residential property tax replacement credit after the addition of omitted homestead credit refunds.

**State Homestead Credit Column**

Please read the Settlement of State Property Tax Replacement Credit and State Homestead Credit Form 105A for Line 17 instructions. The amounts in the State Homestead Credit column on the Summary Worksheet of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet are the amounts for the State Homestead Credit column of the Form 105A. The treasurer will need the taxing district breakdown of Column 22, Section 2 of the 49TC.

**HEA1001 State Homestead Credit Column**

If there is a positive amount in the HEA1001 State Homestead Credit column, then a check must be written to the county treasurer from the HEA1001 State Homestead Credit Fund to give the treasurer the additional HEA1001 State Homestead Credit the treasurer needs for the December Settlement. The county treasurer will post the check without a quietus to tax collections on the treasurer's cash book.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

If there is a negative amount in the HEA1001 State Homestead Credit column, then a quietus without a check to the HEA1001 State Homestead Credit Fund must be prepared to quietus the excess HEA1001 State Homestead Credit to the fund.

For the check or the quietus, whichever is applicable, the treasurer will need the taxing district breakdown of Column 23, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC and, if applicable, the taxing district worksheet amounts of the HEA1001 State Homestead Credit column of Line 16 of the reconciliation worksheet.

**COIT Homestead Credit Column**

If there is a positive amount in the COIT Homestead Credit column, then a check must be written to the county treasurer from the COIT Homestead Credit Fund to give the treasurer the additional COIT Homestead Credit the treasurer needs for the December Settlement. The county treasurer will post the check without a quietus to tax collections on the treasurer's cash book.

If there is a negative amount in the COIT Homestead Credit column, then a quietus without a check to the COIT Homestead Credit Fund must be prepared to quietus the excess COIT Homestead Credit to the fund.

For the check or the quietus, whichever is applicable, the treasurer will need the taxing district breakdown of Column 24, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC and, if applicable, the taxing district worksheet amounts of the COIT Homestead Credit column of Line 16 of the reconciliation worksheet.

The additional or excess COIT Homestead Credit at December Settlement is used to adjust the December COIT distributions to taxing units that receive monthly COIT distributions.

**CEDIT Homestead Credit Column**

If there is a positive amount in the CEDIT Homestead Credit column, then a check must be written to the county treasurer from the CEDIT Homestead Credit Fund to give the treasurer the additional CEDIT Homestead Credit the treasurer needs for the December Settlement. The county treasurer will post the check without a quietus to tax collections on the treasurer's cash book.

If there is a negative amount in the CEDIT Homestead Credit column, then a quietus without a check to the CEDIT Homestead Credit Fund must be prepared to quietus the excess CEDIT Homestead Credit to the fund.

For the check or the quietus, whichever is applicable, the treasurer will need the taxing district breakdown of Column 25, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC and, if applicable, the taxing district worksheet amounts of the CEDIT Homestead Credit column of Line 16 of the reconciliation worksheet.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

The balance in the CEDIT Homestead Credit Fund after the December Settlement carries forward to next year and is used along with next year's CEDIT Homestead Credit distribution to calculate next year's CEDIT Homestead Credit rate.

**CEDIT Residential Property Tax Replacement Credit Column**

If there is a positive amount in the CEDIT Residential Property Tax Replacement Credit column, then a check must be written to the county treasurer from the CEDIT Residential Property Tax Replacement Credit Fund to give the treasurer the additional CEDIT Residential Property Tax Replacement Credit the treasurer needs for the December Settlement. The county treasurer will post the check without a quietus to tax collections on the treasurer's cash book.

If there is a negative amount in the CEDIT Residential Property Tax Replacement Credit column, then a quietus without a check to the CEDIT Residential Property Tax Replacement Credit Fund must be prepared to quietus the excess CEDIT Residential Property Tax Replacement Credit to the fund.

For the check or the quietus, whichever is applicable, the treasurer will need the taxing district breakdown of Column 26, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC and, if applicable, the taxing district worksheet amounts of the CEDIT Residential Property Tax Replacement Credit column of Line 16 of the reconciliation worksheet.

The balance in the CEDIT Residential Property Tax Replacement Credit Fund after the December Settlement carries forward to next year and is used along with next year's CEDIT Residential Property Tax Replacement Credit distribution to calculate next year's CEDIT Residential Property Tax Replacement Credit rate.

**LOIT (CAGIT or COIT) Homestead Credit Column**

If there is a positive amount in the LOIT (CAGIT or COIT) Homestead Credit column, then a check must be written to the county treasurer from the LOIT (CAGIT or COIT) Homestead Credit Fund to give the treasurer the additional LOIT (CAGIT or COIT) Homestead Credit the treasurer needs for the December Settlement. The county treasurer will post the check without a quietus to tax collections on the treasurer's cash book.

If there is a negative amount in the LOIT (CAGIT or COIT) Homestead Credit column, then a quietus without a check to the LOIT (CAGIT or COIT) Homestead Credit Fund must be prepared to quietus the excess LOIT (CAGIT or COIT) Homestead Credit to the fund.

For the check or the quietus, whichever is applicable, the treasurer will need the taxing district breakdown of Column 27, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC and, if applicable, the taxing district worksheet amounts of the LOIT (CAGIT or COIT) Homestead Credit column of Line 16 of the reconciliation worksheet.

**STATE AND LOCAL HOMESTEAD CREDIT AND RESIDENTIAL PROPERTY TAX  
REPLACEMENT CREDIT RECONCILIATION WORKSHEET  
(Continued)**

The balance in the LOIT (CAGIT or COIT) Homestead Credit Fund after the December Settlement carries forward to next year and is used along with next year's LOIT (CAGIT or COIT) Homestead Credit distribution to calculate next year's LOIT (CAGIT or COIT) Homestead Credit rate.

**LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit Column**

If there is a positive amount in the LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit column, then a check must be written to the county treasurer from the LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit Fund to give the treasurer the additional LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit the treasurer needs for the December Settlement. The county treasurer will post the check without a quietus to tax collections on the treasurer's cash book.

If there is a negative amount in the LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit column, then a quietus without a check to the LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit Fund must be prepared to quietus the excess LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit to the fund.

For the check or the quietus, whichever is applicable, the treasurer will need the taxing district breakdown of Column 28, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC and, if applicable, the taxing district worksheet amounts of the LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit column of Line 16 of the reconciliation worksheet.

The balance in the LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit Fund after the December Settlement carries forward to next year and is used along with next year's LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit distribution to calculate next year's LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit rate.

## **STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION WORKSHEET**

The State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet is an electronic spreadsheet provided by the auditor of state's office. The State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet is used to determine if additional state property tax replacement credit and local LOIT property tax replacement credit is needed at December Settlement, or if there is an excess of state property tax replacement credit and local LOIT property tax replacement credit at December Settlement. The need for additional state and/or local property tax replacement credit, or the existence of excess state and/or local property tax replacement credit must be determined separately. The reason is additional state property tax replacement credit will be sent to the county by the state and excess state property tax replacement credit will be sent to the state by the county and additional local LOIT property tax replacement credit will be disbursed to the county treasurer from the local LOIT property tax replacement credit fund and excess local LOIT property tax replacement credit will be quietus to the local LOIT property tax replacement credit fund. The State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet accomplishes the separate reconciliation of state and local LOIT property tax replacement credit.

**The State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet is only completed by all counties who have adopted LOIT PTRC (Benton, Carroll, Cass, Clark, Fayette, Fulton, Grant, Jasper, Lawrence, Madison, Miami, Montgomery, Morgan, Parke, Pulaski, Saint Joseph, Steuben, Wabash and Warren Counties)**

Following are instructions to completing the State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet.

Within the State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet electronic spreadsheet there is a separate worksheet for each taxing district and a summary worksheet that totals the amounts entered to each of taxing district worksheets. The first worksheet is the Summary Worksheet followed by the taxing district worksheets.

The only entry to be made to the Summary Worksheet is the "County Name" and December Settlement "Tax Year". You must enter the county name and tax year. The remaining items on the Summary Worksheet are totals of the amounts entered on the taxing district worksheets and the amounts on the Summary Worksheet are created by formulas contained in the Summary Worksheet.

The Taxing District Worksheet tabs of the State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet electronic spreadsheet sent to your county by the auditor of state does not contain your county's taxing district names, but you may insert the your taxing district names by:

- Right clicking on the tab
- Select Rename
- Then type the taxing district name

Following are instructions to the entries to be made to each taxing district worksheet. Following these instructions is a discussion of the Summary Worksheet of the State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet and use of the amounts on the Summary Worksheet.

**STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION  
WORKSHEET (Continued)**

**Taxing District Worksheet Instructions**

On the "Taxing District Name" line enter the name of the taxing district.

On most lines of the worksheet the amount in the total state and local LOIT property tax replacement credit column must agree with the amount in the property tax replacement credit column on a line on the Apportionment Sheet, Form 102. In the following instructions I have indicated where applicable the line of the Apportionment Sheet, Form 102, that the amount in the total state and local LOIT property tax replacement credit column must agree with the amount in the property tax replacement credit column of the Apportionment Sheet, Form 102.

On each line of the worksheet there is a proof of state and local LOIT property tax replacement credit column. The purpose of the proof of state and local LOIT property tax replacement credit column is to verify that the total of the amounts entered in the state and local LOIT property tax replacement columns equal the amount entered in the total state and local LOIT property tax replacement credit column. You will not enter an amount in the proof of state and local LOIT property tax replacement credit column because the column contains a formula that subtracts the amounts entered in the state and local LOIT property tax replacement credit columns from the amount entered in the total state and local LOIT property tax replacement credit column. If the proof column equals 0.00, then the amounts entered in state and local LOIT property tax replacement credit columns do equal the amount entered in the total state and local LOIT property tax replacement credit column. A value of 0.00 in the proof column indicates that the amounts entered on the line appear to be correct. If the proof column does not equal 0.00, then one or more of the amounts entered on the line is not correct. The problem must be resolved before you can continue with the worksheet.

**Taxing District Worksheet**

**Line 1.) Local LOIT PTRC amounts (including TIF) from Column 10, Section 5 of the Abstract.**

The amounts for this line come directly from the Abstract. The total state and local LOIT property tax replacement credit on this line must agree with the property tax replacement credit amount on Line 3, Section A-1, property tax replacement column of the Apportionment Sheet, Form 102.

**Taxing District Worksheet**

**Line 2.) Abstract adjustment**

If there is an adjustment in the property tax replacement credit column on Line 7, Section A-1 of the Apportionment Sheet, Form 102, then there must be an entry on this line of the reconciliation worksheet.

The amount in the total state and local LOIT property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the property tax replacement credit column of Line 7, Section A-1 of the Apportionment Sheet, Form 102.

## STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION WORKSHEET (Continued)

The amount on this line of the reconciliation worksheet will only reflect local LOIT property tax replacement credit since there is no state property tax replacement credit in tax year 2010 payable 2011.

### **Taxing District Worksheet**

#### **Line 3.) Add credit due on: General Property Tax**

The state and local LOIT property tax replacement credit on added property tax charges is entered on this line and the amount in the total state and local LOIT property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the property tax replacement credit column of Line 10, Section A-1 of the Apportionment Sheet, Form 102.

An analysis of the added property tax charges that have property tax replacement credit will have to be made to determine the tax years of the added charges because the allocation of property tax replacement credit between state and local LOIT property tax replacement credit will be based on each tax year's property tax replacement credit rates.

All of the property tax replacement credit on tax charges added for taxes prior to 2007 pay 2008 is state property tax replacement and there is no need to calculate an allocation between state and local LOIT property tax replacement credit. However, the 2007 pay 2008 taxes charges will have to be allocated between state and local LOIT property tax replacement credit.

Once the 2007 pay 2008 group has been identified the next step is to determine for the 2007 pay 2008 group the total of the property tax replacement credit on tax charges for non-business property and the total of the property tax replacement credit on tax charges for business property. The reason the 2007 pay 2008 group must be separated between non-business and business is that the total property tax replacement is different on non-business and business property.

The first step to allocating the non-business property tax replacement on the 2007 pay 2008 added tax charges total is to divide the total amount to be allocated by the total non-business property tax replacement credit rate to get an allocation factor.

The second step is to multiply the allocation factor times the state non-business property tax replacement credit rate to get the state property tax replacement credit amount.

Next multiply the allocation factor times the local LOIT property tax replacement credit rate to get the local LOIT property tax replacement credit amount.

The next step is to determine if a rounding adjustment needs to be made to one of the amounts and that is done by verifying that the total of the two amounts equal the original total and if the two amounts are not the same then adjust one of the amounts by the difference.

## **STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION WORKSHEET (Continued)**

Use the same steps to allocate the business property tax replacement credit amount.

After the non-business and the business property tax replacement credit amounts have been allocated between state and local LOIT property tax replacement credit add the state non-business and business amounts together to get the total state property tax replacement credit for 2007 pay 2008 and add the local LOIT non-business and business amounts together to get the total local LOIT property tax replacement credit for 2007 pay 2008.

All of the property tax replacement credit charges for 2008 pay 2009 and after are LOIT property tax replacement credit since there no longer is state property tax replacement credit in 2008 pay 2009.

Please see the Certificate of Error Summary instructions for an example of allocating an amount between credits.

The final step to get the amounts for Line 3 of the State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet is to add together the amounts for each tax year. The totals for all years will be the amounts for Line 3.

### **Taxing District Worksheet**

#### **Line 4.) Add credit due on: Mobile Home Tax**

The state and local LOIT property tax replacement credit on mobile home tax charges is entered on this line and the amount in the total state and local LOIT property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the property tax replacement credit column of Line 11, Section A-1 of the Apportionment Sheet.

An analysis of the mobile home tax charges will have to be made to determine the tax years of the mobile home tax charges because the allocation of property tax replacement credit between state and local LOIT property tax replacement credit will be based on each tax year's property tax replacement credit rates.

For the December 2011 Settlement only the additional 2007 pay 2008 mobile home tax charges will have to be allocated between state and local LOIT property tax replacement credit because no county had LOIT property tax replacement credit prior to 2007 pay 2008. Also for 2008 pay 2009 and after there is only LOIT property tax replacement credit in those counties who adopted a LOIT property tax replacement credit. All of the property tax replacement credit on mobile home tax charges for taxes prior to 2007 pay 2008 is state property tax replacement and there is no need to calculate an allocation between state and local LOIT property tax replacement credit.

The first step to allocating the 2007 pay 2008 mobile home property tax replacement credit is to divide the total amount to be allocated by the total non-business property tax replacement credit rate to get an allocation factor.

## **STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION WORKSHEET (Continued)**

The second step is to multiply the allocation factor times the state non-business property tax replacement credit rate to get the state property tax replacement credit amount.

Next multiply the allocation factor times the local LOIT property tax replacement credit rate to get the local LOIT property tax replacement credit amount.

The next step is to determine if a rounding adjustment needs to be made to one of the amounts and that is done by verifying that the total of the two amounts equal the original total and if the two amounts are not the same then adjust one of the amounts by the difference.

Please see the Certificate of Error Summary instructions for an example of allocating an amount between credits.

The final step to get the amounts for Line 4 of the State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet is to add together the amounts for each tax year. The totals for all years will be the amounts for Line 4.

### **Taxing District Worksheet**

#### **Line 5.) Add: Delinquent tax recharged**

The state and local LOIT property tax replacement credit on delinquent tax recharges is entered on this line and the amount in the total state and local LOIT property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the property tax replacement credit column of Line 18, Section A-1 of the Apportionment Sheet, Form 102.

Since this line of the reconciliation worksheet is for property tax replacement credit on delinquent tax recharges all of the property tax replacement credit for delinquent taxes recharged prior to 2007 pay 2008 should be state property tax replacement credit since no county had local LOIT property tax replacement credit.

However, the 2007 pay 2008 delinquent taxes recharged will have to be allocated between state and local LOIT property tax replacement credit. Once the 2007 pay 2008 group has been identified the next step is to determine for the 2007 pay 2008 group the total of the property tax replacement credit on tax charges for non-business property and the total of the property tax replacement credit on tax charges for business property. The reason the 2007 pay 2008 group must be separated between non-business and business is that the total property tax replacement is different on non-business and business property.

The first step to allocating the non-business property tax replacement on the 2007 pay 2008 added tax charges total is to divide the total amount to be allocated by the total non-business property tax replacement credit rate to get an allocation factor.

The second step is to multiply the allocation factor times the state non-business property tax replacement credit rate to get the state property tax replacement credit amount.

## **STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION WORKSHEET (Continued)**

Next multiply the allocation factor times the local LOIT property tax replacement credit rate to get the local LOIT property tax replacement credit amount.

The next step is to determine if a rounding adjustment needs to be made to one of the amounts and that is done by verifying that the total of the two amounts equal the original total and if the two amounts are not the same then adjust one of the amounts by the difference.

Use the same steps to allocate the business property tax replacement credit amount .

Please see the Certificate of Error Summary instructions for an example of allocating an amount between credits.

The final step to get the amounts for Line 5 of the State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet is to add together the amounts for each tax year. The totals for all years will be the amounts for Line 5.

### **Taxing District Worksheet**

#### **Line 6.) Total charges**

This line of State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet is the total of lines 1 through 5. The electronic spreadsheet contains a formula that calculates this line.

The amount in the total state and local LOIT property tax replacement credit column on this line of the reconciliation worksheet must agree with the amount in property tax replacement credit column of Line 21 of Section A-1 of the Apportionment Sheet, Form 102.

### **Taxing District Worksheet**

#### **Line 7.) Less: Certificate of errors issued during year (From Certificate of Error Summary)**

On this line enter the taxing district totals from the Certificate of Error Summary. The amount in the total state and local LOIT property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the property tax replacement credit column of Line 33, Section A-1 of the Apportionment Sheet, Form 102.

The amounts for the line can be found on the Certificate of Error Summary. Please see the Certificate of Error Summary instructions for the instructions to determining the taxing district amounts for this line of the reconciliation worksheet.

**STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION  
WORKSHEET (Continued)**

**Taxing District Worksheet**

**Line 8.) Less: Erroneous tax refunded (From Form 17TC Summary)**

On this line enter the taxing district totals from the Form 17TC Summary. The amount in the total state and local LOIT property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the property tax replacement credit column of Line 39, Section A-1 of the Apportionment Sheet, Form 102.

The amounts for this line can be found on the 17TC Summary. Please see the Form 17TC Summary instructions for the instructions to determining the taxing district amounts for this line of the reconciliation worksheet.

**Taxing District Worksheet**

**Line 9.) Settlement Adjustment**

If there is an adjustment in the property tax replacement credit column on Line 41, Section A-1 of the Apportionment Sheet, Form 102, then there must be an entry on this line of the reconciliation worksheet.

The amount in the total state and local LOIT property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the property tax replacement credit column of Line 41, Section A-1 of the Apportionment Sheet, Form 102.

The amount on this line of the reconciliation worksheet is allocated between state and local LOIT property tax replacement credit based on the credit rates.

The allocation is done by first determining the total of the property tax replacement credit rates. The next step is to calculate an allocation factor by dividing the amount to be allocated by the total of the credit rates.

The third step is to multiply the allocation factor times each of the credit rates to get the amount for each credit.

The final step is to determine if a rounding adjustment needs to be made to one of the individual credit amounts and that is done by verifying that the total of the individual credit amounts equal the original total and if they don't then adjust one of the individual credit amounts by the difference.

Please see the Certificate of Error Summary instructions for an example of allocating an amount between credits.

**STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION  
WORKSHEET (Continued)**

**Taxing District Worksheet  
Line 10.) Total deductions**

This line of State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet is the total of lines 7 through 9. The electronic spreadsheet contains a formula that calculates this line.

The amount on this line of the Taxing District Worksheet does not directly relate to a line of the Apportionment Sheet, Form 102.

**Taxing District Worksheet  
Line 11.) Net amount due for the year**

This line of State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet is line 6 minus line 10. The electronic spreadsheet contains a formula that calculates this line.

The amount on this line of the Taxing District Worksheet does not directly relate to a line of the Apportionment Sheet, Form 102.

**Taxing District Worksheet  
Line 12.) Less: Local LOIT Property Tax Replacement Credit included in June Settlement**

The amount for this line is the June Settlement property tax replacement credit amount.

The amount in the total state and local LOIT property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the property tax replacement credit column of Line 36, Section A-1 of the Apportionment Sheet. This amount should only be Local LOIT Property Tax Replacement Credit for those counties that adopted LOIT Property Tax Replacement Credit.

**Taxing District Worksheet  
Line 13.) Net amount due this Settlement**

This line of State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet is line 11 minus line 12. The electronic spreadsheet contains a formula that calculates this line.

The amount in the total state and local LOIT property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in the property tax replacement credit column of Line 43, Section A-1 of the Apportionment Sheet, Form 102.

**STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION  
WORKSHEET (Continued)**

**Taxing District Worksheet**

**Line 14.) Less: State and Local LOIT Property Tax Replacement Credit included in county treasurer certification for December Settlement**

The amounts entered on this line are the breakdown of the December Settlement property tax replacement amounts certified by the county treasurer on the County Treasurer's Certificate of Tax Collections Form 49TC.

The amount in the total state and local LOIT property tax replacement credit column of this line of the reconciliation worksheet must be the same as the amount in Column 4 of the Treasurer's Certificate of Tax Collections Form 49TC.

**Taxing District Worksheet**

**Line 15.) Additional needed, or (excess) State and Local LOIT Property Tax Replacement Credit**

This line of State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet is line 13 minus line 14. The electronic spreadsheet contains a formula that calculates this line.

The amounts on this line represent the additional or excess property tax replacement credit at December Settlement.

Positive amounts indicate additional property tax replacement credit needed at December Settlement.

Negative amounts indicate excess property tax replacement credit at December Settlement.

**The amounts on this line are the amounts for Columns 17 and 18 of the County Treasurer's Certificate of Tax Collections Form 49TC.**

The amount in the **total state and local LOIT property tax replacement credit column** of this line of the reconciliation worksheet must be the same as the amount in **Column 16** of the Treasurer's Certificate of Tax Collections Form 49TC.

**Summary Worksheet Instructions**

**The amounts in state property tax replacement credit column of the Summary Worksheet will be the amounts for State Property Tax Replacement Credit Column of the Settlement of State Property Tax Replacement Credit and State Homestead Credit Form 105A.** But before the amounts in the state property tax replacement credit column of the Summary Worksheet are used for the Form 105A all of the following must be true about the Summary Worksheet.

**STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION  
WORKSHEET (Continued)**

**On each line** of the Summary Worksheet the amount in **the proof of state and local LOIT property tax replacement credit column must be 0.00**. If there is an amount other than 0.00 in the proof column on any line of the Summary Worksheet, then the amounts on that same line on one or more of the Taxing District Worksheets are incorrect. The amounts on the Taxing District Worksheet or Taxing District Worksheets must be resolved.

The amount in the total state and local LOIT property tax replacement credit column of the Summary Worksheet must agree with the amount in the property tax replacement credit column of the Settlement Sheet, Form 105, as follows.

**Summary Worksheet**

**Line 1.) Local LOIT PTRC amounts from Column 10, Section 5 of the Abstract.**

The amount in the total state and local LOIT property tax replacement column on this line of the Summary Worksheet must agree with the property tax replacement credit amount on Line 3, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property tax replacement credit amount on Line 3, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 2.) Abstract adjustment**

The amount in the total state and local LOIT property tax replacement column on this line of the Summary Worksheet must agree with the property tax replacement credit amount on Line 7, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property tax replacement credit amount on Line 7, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 3.) Add credit due on: General Property Tax**

The amount in the total state and local LOIT property tax replacement column on this line of the Summary Worksheet must agree with the property tax replacement credit amount on Line 10, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property tax replacement credit amount on Line 10, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION  
WORKSHEET (Continued)**

**Summary Worksheet**

**Line 4.) Add credit due on: Mobile Home Tax**

The amount in the total state and local LOIT property tax replacement column on this line of the Summary Worksheet must agree with the property tax replacement credit amount on Line 11, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property tax replacement credit amount on Line 11, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 5.) Add: Delinquent tax recharged**

The amount in the total state and local LOIT property tax replacement column on this line of the Summary Worksheet must agree with the property tax replacement credit amount on Line 18, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property tax replacement credit amount on Line 18, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 6.) Total charges**

The amount in the total state and local LOIT property tax replacement column on this line of the Summary Worksheet must agree with the property tax replacement credit amount on Line 21, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property tax replacement credit amount on Line 21, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 7.) Less: Certificate of errors issued during year (From Certificate of Error Summary)**

The amount in the total state and local LOIT property tax replacement column on this line of the Summary Worksheet must agree with the property tax replacement credit amount on Line 33, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property tax replacement credit amount on Line 33, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION  
WORKSHEET (Continued)**

**Summary Worksheet**

**Line 8.) Less: Erroneous tax refunded (From Form 17TC Summary)**

The amount in the total state and local LOIT property tax replacement column on this line of the Summary Worksheet must agree with the property tax replacement credit amount on Line 39, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property tax replacement credit amount on Line 39, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 9.) Settlement Adjustment**

The amount in the total state and local LOIT property tax replacement column on this line of the Summary Worksheet must agree with the property tax replacement credit amount on Line 41, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property tax replacement credit amount on Line 41, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 10.) Total deductions**

The amount on this line of the Summary Worksheet does not directly relate to a line of the Settlement Sheet.

**Summary Worksheet**

**Line 11.) Net amount due for the year**

The amount on this line of the Summary Worksheet does not directly relate to a line of the Settlement Sheet.

**Summary Worksheet**

**Line 12.) Less: State and Local LOIT Property Tax Replacement Credit included in June Settlement**

The amount in the total state and local LOIT property tax replacement column on this line of the Summary Worksheet must agree with the property tax replacement credit amount on Line 36, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property tax replacement credit amount on Line 36, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved. This amount will only be Local LOIT Property Tax Replacement Credit for those counties who adopted LOIT Property Tax Replacement Credit.

**STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION  
WORKSHEET (Continued)**

**Summary Worksheet**

**Line 13.) Net amount due this Settlement**

The amount in the total state and local LOIT property tax replacement column on this line of the Summary Worksheet must agree with the property tax replacement credit amount on Line 43, Section A-1 of the Settlement Sheet, Form 105. If it does not, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property replacement credit amount on Line 43, Section A-1 of the Taxing District's Apportionment Sheet, Form 102. The Taxing District Worksheet problem must be resolved.

**Summary Worksheet**

**Line 14.) Less: State and Local LOIT Property Tax Replacement Credit included in county treasurer certification for December Settlement**

The amount in the total state and local LOIT property tax replacement credit column of this line of the Summary Worksheet must be the same as the total of Column 4 of the Treasurer's Certificate of Tax Collections Form 49TC. If it is not the same, then the amount in the total state and local LOIT property tax replacement column on this line of one or more of the Taxing District Worksheet must not agree with the property tax replacement credit amount in Column 4 of the Treasurer's Certificate of Tax Collections Form 49TC. The Taxing District Worksheet problem must be resolved. This amount will only be local LOIT PTRC for only those counties who have adopted a local LOIT property tax replacement credit.

**Summary Worksheet**

**Line 15.) Additional needed, or (excess) State and Local LOIT Property Tax Replacement Credit**

The amounts on this line represent the additional or excess property tax replacement credit at December Settlement. Positive amounts indicate additional property tax replacement credit needed at December Settlement. Negative amounts indicate excess property tax replacement credit at December Settlement.

**The amounts on this line of the Summary Worksheet must be the same as the totals of Columns 17 and 18, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC.** If the amounts on this line are not the same as the totals of Columns 17 and 18, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC, then the amounts on this line of one or more of the Taxing District Worksheet must not agree with the amounts in Columns 17 and 18, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC. The Taxing District Worksheet problem must be resolved. A suggestion would be to check the data entry on the 49TC.

## **STATE AND LOCAL LOIT PROPERTY TAX REPLACEMENT CREDIT RECONCILIATION WORKSHEET (Continued)**

The amount in the total state and local LOIT property tax replacement credit column of this line of the Summary Worksheet must be the same as the total of Column 16, Section 2 of the Treasurer's Certificate of Tax Collections Form 49TC. If the amount in the total state and local LOIT property tax replacement credit column on this line of the Summary Worksheet is not the same as the total of Column 16, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC, then the amount in the total state and local LOIT property tax replacement credit column on this line of one or more of the Taxing District Worksheet must not agree with the amount in Column 16, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC. The Taxing District Worksheet problem must be resolved.

### **State Property Tax Replacement Credit Column**

Please read the Settlement of State Property Tax Replacement Credit and State Homestead Credit Form 105A for Line 15 instructions. The amounts in the State Property Tax Replacement Credit column on the Summary Worksheet of the State and Local LOIT Property Tax Replacement Credit Reconciliation Worksheet are the amounts for the State Property Tax Replacement Credit column of the Form 105A. The treasurer will need the taxing district breakdown of Column 17, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC.

### **Local LOIT Property Tax Replacement Credit Column**

If there is a positive amount in the Local LOIT Property Tax Replacement Credit column, then a check must be written to the county treasurer from the LOIT Property Tax Replacement Credit Fund to give the treasurer the additional LOIT Property Tax Replacement Credit the treasurer needs for the December Settlement. The county treasurer will post the check without a quietus to tax collections on the treasurer's cash book.

If there is a negative amount in the Local LOIT Property Tax Replacement Credit column, then a quietus without a check to the LOIT Property Tax Replacement Credit Fund must be prepared to quietus the excess LOIT Property Tax Replacement Credit to the fund. For the check or the quietus, whichever is applicable, the treasurer will need the taxing district breakdown of Column 18, Section 2 of the County Treasurer's Certificate of Tax Collections Form 49TC.

The balance in the LOIT Property Tax Replacement Credit Fund after the December Settlement carries forward to next year and is used along with next year's LOIT Property Tax Replacement Credit distribution to calculate next year's LOIT Property Tax Replacement Credit rate.

## COUNTY TREASURER'S CERTIFICATE OF TAX COLLECTIONS – FORM 49TC

**A copy of the Form 49TC must be filed with the Auditor of State's office. The 49TC must be emailed to the Settlement Department when the Settlement is filed.**

The Treasurer was provided the Form 49TC electronic spreadsheet via the FTP site.

**The Treasurer will complete Columns 1 through 7 with the actual collections for the December Settlement period.**

In the **Current and Delinquent Tax, Penalties and Interest Less 2008 and Prior Collected Delinquent Tax and Penalty Column**, Column 1, Section 1, the treasurer will certify the taxes collected from taxpayers not including collections of 2008 and prior delinquent taxes and penalties.

In the **2008 and Prior Collected Delinquent Tax and Penalty Column**, Column 2, Section 1, the treasurer will certify the 2008 and prior delinquent tax and penalties collected from taxpayers.

Column 3, Section 1 is the **Total Current and Delinquent Tax, Penalties and Interest Collected**. This is the total of Columns 1 and 2, Section 1.

In the **Property Tax Replacement Credit Column**, Column 4, Section 1, the treasurer should certify the distributions received from the county auditor of local LOIT (CAGIT or COIT) for property tax replacement credit, if applicable.

In the **Homestead Credit Column**, Column 5, Section 1, the treasurer should certify the total of the distributions received from the county auditor of the COIT and CEDIT homestead credits, CEDIT Residential PTRC, local LOIT (CAGIT or COIT) homestead credit, and local LOIT (CAGIT or CEDIT) Residential PTRC. If your county had a June settlement, you will not have any amount for CEDIT homestead credits. CEDIT homestead credit distributions from the county auditor were included with the June settlement.

Column 6 is the total of Columns 3 through 5.

In the **Excess (Surplus) Tax Column**, Column 7, Section 1, the treasurer will certify surplus tax collections.

In Column 6 below the property tax certified amounts the treasurer will list License Excise Tax Collections (the excise tax amount shown on the cash book as of the date of the certification) as well as total Excess Tax, Demand Fees, Tax Sale Costs, Conservancy District collections, Ineligible Homestead Credit Tax Collections, Ineligible Homestead Credit Civil Penalty Collections, and other miscellaneous collections. Other miscellaneous collections would include items such as, for example, Weed Lien, Sewer Lien, or Drainage Fee collections. The collection amount to report will be found on the Treasurer's cash book.

**FORM 49TC - TREASURER'S CERTIFICATE OF TAX COLLECTIONS**  
(Continued)

**The Auditor's portion of the 49TC is completed as follows:**

**Col. 8, Tax Penalties and Interest**

- = The amount in the **Net Tax Penalty and Interest** column of Line 43, **Net Property Tax for Apportionment** line, of the Apportionment Sheet Section A-1.

Also, Column 8 should equal Column 3 of the Form 49TC less the total deductions before apportionment, Line 42 of the Apportionment Sheet, Form 102, Section A-1. This amount includes amounts refunded to taxpayers (amounts on the Certificate of Tax Refunds Form 17TC), state portion of 2008 & prior delinquencies collected, and other settlement adjustment amounts.

If the treasurer included surplus tax collections in Column 1 or 2 of the Form 49TC, then Column 8 will also be less than Column 3 by the amount of the surplus tax collected.

**Col. 9, Property Tax Replacement Credit**

- = The amount in the **Property Tax Replacement Credit** column of Line 43, **Net Property Tax for Apportionment** line, of the Apportionment Sheet, Form 102, Section A-1.

If a county does not have LOIT PTRC and there is state replacement credit on the Form 17TC, then Column 9 will be a negative amount.

**Col. 10, Homestead Credit**

- = The amount in the **Homestead Credit** column of Line 43, **Net Tax for Apportionment** line, of the Apportionment Sheet, Form 102, Section A-1.

**Col. 11, Total Property Tax for Distribution**

- = The amount in the **Total** column of Line 43, **Net Tax for Apportionment** line, of the Apportionment Sheet, Form 102, Section A-1.

Column 11 of the Treasurer's Certificate of Tax Collections Form 49TC also equals column 8 plus column 9 plus column 10 of the Form 49TC.

**Col. 12, License Excise Tax Distributed**

- = The amount on Line 44, **License Excise Tax Apportionment** line, of the Apportionment Sheet, Form 102, Section A-1. (In some counties it will agree with Line 44 minus Line 45, See Form 102 Section A-1 Line 43 instructions).

## FORM 49TC - TREASURER'S CERTIFICATE OF TAX COLLECTIONS

(Continued)

### EXCISE TAX ALLOCATION

The excise tax amount that is entered on the apportionment sheet and the Form 49TC must be the excise tax after the deduction of Excise Tax Allocation Deduction amount.

#### Col. 13, Total Distributed

= The amount in the **Total** column of Line 46, **Total for Apportionment** line, of the Apportionment Sheet Section A, Form 102.

Column 13 of the Form 49TC also equals column 11 plus column 12 of the Form 49TC.

**Columns 14 through 18, Section 2, of the Treasurer's Certificate of Tax Collections Form 49TC are used to calculate the settlement of property tax replacement credit along with, if applicable, the State and Local PTRC Reconciliation Worksheet.**

#### Column 14, Total Due Taxing District From Column 9

= The amount of property tax replacement credit from Column 9, Section 1 of the 49TC, PTRC amount apportioned and distributed.

#### Column 15, Collections per Treasurer's Records from Column 4

= The amount of property tax replacement credit from Column 4, Section 1 of the 49TC, treasurer's amount of collections.

#### Column 16, Balance or Credit Due

= Column 14 minus Column 15. The worksheet calculates this for you.

#### Column 17, State Property Tax Replacement Credit Portion of Column 16.

= If your county does not have LOIT PTRC, then Column 17 equals Column 16.

If your county has LOIT PTRC, then the State and Local Property Tax Replacement Credit Reconciliation Worksheet must be completed to obtain the amount for Column 17 of the 49TC. The amount for Column 17 is the amount in the "State Property Tax Replacement Credit column on Line 15 of the State and Local Property Tax Replacement Credit Reconciliation Worksheet.

**FORM 49TC - TREASURER'S CERTIFICATE OF TAX COLLECTIONS**  
(Continued)

The total of column 17 represents the amount of State Property Tax Replacement Credit that **must be** sent to the state when the settlement is filed.

**Column 18, LOIT (CAGIT or COIT) Property Tax Replacement Credit Portion of Column 16.**

= If your county does not have LOIT PTRC, then Column 18 will be blank.

If your county has LOIT PTRC, then the State and Local Property Tax Replacement Credit Reconciliation Worksheet must be completed to obtain the amount for Column 18 of the 49TC. The amount for Column 18 is the amount in the "Local Property Tax Replacement Credit" column on Line 15 of the State and Local Property Tax Replacement Credit Reconciliation Worksheet.

The total of column 18 is the amount of LOIT (CAGIT or COIT) Property Tax Replacement Credit that **must be** paid to or paid from the LOIT (CAGIT or COIT) Property Tax Replacement Credit fund.

**Columns 19 through 28, Section 2, of the Treasurer's Certificate of Tax Collections Form 49TC are used to calculate the settlement of homestead credit along with the State and Local HSC Reconciliation Worksheet.**

**Column 19, Amount Due Taxing District from Column 10.**

= The amount of homestead credit from Column 10, Section 1 of the 49TC, HSC amount apportioned and distributed.

**Column 20, Collections Per Treasurer's Records from Column 5.**

= The amount of homestead credit from Column 5, Section 1 of the 49TC, treasurer's amount of collections.

**Column 21, Balance or Credit Due.**

= Column 19 minus Column 20. The 49TC worksheet calculates this for you.

**Column 22, State Homestead Credit Portion of Column 21.**

= The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet must be completed to obtain the amount for Column 22 of the 49TC. The amount for Column 22 is the amount in the "State Homestead Credit" column on Line 15 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

**FORM 497C - TREASURER'S CERTIFICATE OF TAX COLLECTIONS**  
(Continued)

**Column 23, HEA1001 State Homestead Credit portion of Column 21.**

- = The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet must be completed to obtain the amount for Column 23 of the 497C. The amount for Column 23 is the amount in the "HEA1001 State Homestead Credit" column on Line 15 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

**Column 24, COIT Homestead Credit Portion of Column 21**

- = The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet must be completed to obtain the amount for Column 24 of the 497C. The amount for Column 24 is the amount in the "COIT Homestead Credit" column on Line 15 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

**Column 25, CEDIT Homestead Credit Portion of Column 21**

- = The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet must be completed to obtain the amount for Column 25 of the 497C. The amount for Column 25 is the amount in the "CEDIT Homestead Credit" column on Line 15 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

**Column 26, CEDIT Residential Property Tax Replacement Credit portion of Column 21**

- = The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet must be completed to obtain the amount for Column 26 of the 497C. The amount for Column 26 is the amount in the "CEDIT Residential Property Tax Replacement Credit" column on Line 15 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

**Column 27, Local LOIT (CAGIT or COIT) Homestead Credit portion of Column 21**

- = The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet must be completed to obtain the amount for Column 27 of the 497C. The amount for Column 27 is the amount in the "Local LOIT (CAGIT or COIT) Homestead Credit" column on Line 15 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

**FORM 497C - TREASURER'S CERTIFICATE OF TAX COLLECTIONS**  
(Continued)

**Column 28, Local LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit portion of Column 21.**

= The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet must be completed to obtain the amount for Column 28 of the 497C. The amount for Column 28 is the amount in the "Local LOIT (CAGIT or COIT) Residential Property Tax Replacement Credit" column on Line 15 of the State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet.

The total of column 22 is the amount of state homestead credit that **must be** sent to or paid from the state when the settlement is filed.

The total of column 23 is the amount of HEA1001 state homestead credit that **must be** paid to or paid from the HEA1001 state homestead credit fund.

The total of column 24 is the amount of the COIT homestead credit that **must be** paid to or paid from the COIT fund.

The total of column 25 is the amount of CEDIT homestead credit that **must be** paid to or paid from the CEDIT Homestead Credit fund.

The total of column 26 is the amount of CEDIT Residential PTRC that **must be** paid to or paid from the CEDIT Residential PTRC fund.

The total of column 27 is the amount of local LOIT (CAGIT or COIT) homestead credit that **must be** paid to or paid from the LOIT (CAGIT or COIT) homestead credit fund.

The total of column 28 is the amount of local LOIT (CAGIT or COIT) Residential PTRC that **must be** paid to or paid from the LOIT (CAGIT or COIT) Residential PTRC fund.

**FORM 497C - TREASURER'S CERTIFICATE OF TAX COLLECTIONS**  
(Continued)

**NOTE**

The total of Columns 17 and 22 (plus the state Homestead Credit portion of the Omitted Homestead Credit refunds reported on Form 17HC) should be the total shown on the Report of State Property Tax Replacement and Homestead Credits received from the State, Form 105A.

If the total of the Form 105A equals a balance due from the state, then the total of columns 17 and 22 (plus the state Homestead Credit portion of the Omitted Homestead Credit refunds reported on Form 17HC) should be a positive amount.

If the total of the Form 105A equals a refund due to the state, then the total of columns 17 and 22 plus the state Homestead Credit portion of the Omitted Homestead Credit refunds reported on Form 17HC) should be a negative amount.

# SETTLEMENT SHEET - FORM 105

## GENERAL INSTRUCTIONS

The Settlement Sheet, Form 105 is an electronic spreadsheet provided by our office. The county auditor or staff member will input data to the spreadsheet and email completed spreadsheet to our office. After the Settlement Sheet is approved by our office, our office will print two Settlement Sheets and mail them to the county auditor for a signature. The county auditor will retain one of the Settlement Sheets and return to our office one of the signed Settlement Sheets.

The Settlement Sheet, Form 105 provided by the Auditor of State must be used for the official filing of the Settlement. Substitute forms **can not** be used and **will not** be accepted.

The Settlement Sheet, Form 105 **must** balance completely. Settlement Sheets that **do not balance** will be returned and the settlement will not be approved.

Section A of the Settlement **must be** completed with the June Settlement amounts. Settlement Sheets that **do not have** June amounts will be returned and the settlement will not be approved. **Unless your county had only one tax due date, then Section A will be blank.**

## DECEMBER SETTLEMENT SECTION A-1

Section A-1 of Settlement Sheet, Form 105 is completed the same way as Section A-1 of the Apportionment Sheet, Form 102. Please refer to the Apportionment Sheet, Form 102 instructions for descriptions of each line item.

The amounts entered on the Settlement Sheet, Form 105 are the totals of the Apportionment Sheets, Form 102.

If you have an abstract adjustment on Line 7, then you **must submit** an explanation of the adjustment when the Settlement Sheet is filed.

If you have an entry on Line 41, other than a bad check deduction, then you **must submit** an explanation of the entry when the Settlement Sheet is filed. A description of the Line 41 adjustment also needs to be entered on the Settlement Sheet Form 105.

**SETTLEMENT SHEET - FORM 105  
(Continued)**

**SECTION B: APPORTIONMENT**

The amounts for Section B of the Settlement Sheet, Form 105 is the total of the Apportionment Sheets, Form 102 Section B amounts (December Settlement Portion Only).

The grand total of the Total Net Property Tax column of Section B **must agree** with the Total Column of Line 43 of Section A-1.

The grand total of the License Excise Tax column of Section B **must agree** with the Total Column of Line 44, Section A-1, or Line 44 less Line 45, if excise tax refunds are shown on Line 45. 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, 2009 Welfare and 2009 School Excise Tax Allocation deduction.

**SECTION C: STATE FUNDS**

If settlement is filed before November 30<sup>th</sup>, then the amounts for Section C are the **October 31 funds ledger balances**. Otherwise, the amounts for Section C are your **November 30 funds ledger balances**. If you have a fee or fine to remit that is not listed in Section C, then write it in on a blank line. Excise Tax Allocation deduction money is not shown in Section C.

**FINES AND FEES**

**PLEASE, REMEMBER THAT IF YOU DO NOT HAVE AN APPROVED DECEMBER SETTLEMENT BY DECEMBER 31, THEN YOU MUST AT LEAST REMIT THE FINES AND FEES AMOUNTS TO BE RECEIVED BY DECEMBER 31.**

## **FINES AND FEES FORM 105 SECTION C**

**INFRACTION JUDGEMENT –I.C. 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 auditor's office each June and December.

**OVERWEIGHT VEHICLE FINE-I.C. 9-20-4** Civil Penalties for 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 auditor's office each June and December.

**SPECIAL DEATH BENEFIT-I.C. 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 auditor's office each June and December. The state auditor's office receipts the special death benefit remittance into the appropriate fund of the Public Employee's Retirement Fund.

**SALE DISCLOSURE FEE-I.C. 6-1.1-5.5.** 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 \$10 sale disclosure fee to be paid with the filing. \$5 of the \$10 fee shall be retained by the county for deposit in the County Sales Disclosure Fund. The other \$5 of the \$10 fee is sent to the state auditor's office 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- I.C. 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 I.C. 16-20-1-27(a), a one dollar and seventy-five cents (\$1.75) 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 auditor of state's office each June and December.

**ADULT & JUVENILE OFFENDER INTERSTATE COMPACT FEES- I.C. 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 state auditor's office each June and December settlement.

## **FINES AND FEES FORM 105 SECTION C (continued)**

**MORTGAGE RECORDING FEE-I.C. 24-9-9-1.** 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 state auditor's office each June and December settlement.

**CHILD RESTRAINT FINE-I.C. 9-19-11.** Fine 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 then remitted to the auditor of state's office each June and December settlement.

**CANINE RESEARCH AND EDUCATION FUND-I.C. 6-9-39.** If a county fiscal body adopts a County Option Dog Tax, 20% of the collections are to be remitted to the auditor of state's office 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 auditor of state's office each June and December settlement.

### **FOREST RESTORATION FUND-**

**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 has a worksheet you will use to calculate 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 state with the other fines and fees by June 30, 2010.

**For classified forest or wildlands property classified prior to June 30, 2006 and are withdrawn** back taxes, interest, and withdrawal penalties are charged. The Department of Natural Resources has a worksheet you will use to calculate 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 receipted to the county general fund.

## **FINES AND FEES FORM 105 SECTION C (continued)**

**SEX/VIOLENT OFFENDER REGISTRATION FEE**-Effective July 1, 2007, 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 the Sex or Violent Offender Registration Fee; Sex or Violent Offender Address Change Fee then 10% of any fees collected must be remitted to the State Sex and Violent Offender Fund under IC 11-8-8-21.

The local law enforcement authority shall transfer fees collected to the county auditor of the county. Of the amount collected, 90% is to be receipted into the county sex and violent offender administration fund. The remaining 10% of the fees remitted to the county auditor are receipted to the state sex or violent offender fund and at the time of semi-annual settlement are to be remitted with other fines and fees to the Auditor of State. The Auditor of State will then receipt the fees into the State Sex and Violent Offender Fund.

**DLGF HOMESTEAD PROPERTY DATABASE FUND**-If an individual's use of property changes so that part or all of the property no longer qualifies for a homestead credit 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 homestead credit or the termination of the homestead credit. 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 Auditor'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 Homestead credit Tax Collection amount and Civil Penalty amount. The collection amount of the ineligible homestead credit 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 Data Base Fund.

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

## SETTLEMENT OF STATE PROPERTY TAX REPLACEMENT CREDIT AND STATE HOMESTEAD CREDIT FOR DECEMBER SETTLEMENT – FORM 105A

The Report of Settlement of State Property Tax Replacement and Homestead Credit Received from the State, Form 105A provided by the Auditor of State must be used. Substitute forms **will not** be accepted.

For most counties the state property tax replacement credit amounts for the Report of Settlement of State Property Tax Replacement and Homestead Credit Received from the State, Form 105A are obtained from the property tax replacement credit column of the Settlement Sheet. The exception is the counties who have Local LOIT Property Tax Replacement Credit (LOIT PTRC).

**Counties who have LOIT PTRC** will obtain the state property tax replacement credit amounts for the Form 105A from the summary sheet, **state property tax replacement credit** column of the **State and Local Property Tax Replacement Credit Reconciliation Worksheet**.

**Counties that do not have LOIT PTRC** will obtain the **state property tax replacement credit amounts** for the Form 105A from the property tax replacement credit column of the **Settlement Sheet Form 105**.

**All counties** will obtain the **state homestead credit amounts** for the Form 105A from the summary sheet, state homestead credit column of the **State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet**. The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet must be completed before **any** county can complete the state homestead credit column of the Form 105A.

**The 105A is used to reconcile only the state portion of property tax replacement credit and the state portion of homestead credit.**

The State and Local Property Tax Replacement Credit Reconciliation Worksheet must be used to reconcile both state and local property tax replacement and is **only used** by counties who adopted LOIT PTRC.

The State and Local Homestead Credit and Residential Property Tax Replacement Credit Reconciliation Worksheet is used to reconcile state, HEA1001 and local homestead credit and residential property tax replacement credit and **must be** used by all counties.

**The “Less State property tax replacement credit and state homestead credit distributions included in June Settlement:**

This is the amount of state property tax replacement credit and state homestead credit included in the June Settlement. Since there is no longer state property tax replacement credit nor state homestead credit this amount will be zero for all counties.

**SETTLEMENT OF STATE PROPERTY TAX REPLACEMENT CREDIT AND  
STATE HOMESTEAD CREDIT FOR DECEMBER SETTLEMENT – FORM 105A  
(Continued)**

**The “Net amount due from State this Settlement:**

This amount is determined by taking the amount due from the State for the year (Total Charges minus Total Deductions) and subtracting the state property tax replacement credit and state homestead credit distributions included in the June Settlement. Since there is no longer state property tax replacement credit nor state homestead credit the amount to subtract for the state property tax replacement credit and state homestead credit distributions included in the June settlement will be zero for all counties.

**The “Balance due from or (refund due to) state before omitted homestead credit refunds”:**

This amount is obtained by taking the net amount due from state this settlement and subtracting the state property tax replacement credit and state homestead credit distributions included in the December Settlement. Since there is no longer state property tax replacement credit nor state homestead credit the amount to subtract for the state property tax replacement credit and state homestead credit distributions included in the December settlement is zero for all counties.

**The “Add: State portion of omitted homestead credit refunds”:**

This amount is obtained from the Form 17HC. If there is an amount entered on this line, then a quietus equal to the amount entered on this line must be issued to the county general fund. This quietus must be included with the quietuses used to balance with the treasurer.

**The “Balance due from or (refund due to) state after omitted homestead credit refunds”:**

If the amount is **positive**, then additional money is due from the state for state property tax replacement credit and/or state homestead credit.

If the amount is **negative**, then a refund is due the state for state property tax replacement credit and/or state homestead credit.

It is possible that money is due the state for one credit and money is due from the state for the other credit. If this is the case you would subtract the negative amount from the positive amount to determine if money is due from the state or money is due the state.

**SETTLEMENT OF STATE PROPERTY TAX REPLACEMENT CREDIT AND  
STATE HOMESTEAD CREDIT FOR DECEMBER SETTLEMENT – FORM 105A  
(Continued)**

If the combined amount is a positive amount, then money is due from the state and a distribution equal to the combined positive amount will be sent by our office once the Settlement is pre-approved.

If the combined amount is a negative amount, then money is due the state and a check equal to the combined negative amount must be sent to our office before the Settlement will be officially approved. The remittance can be combined with any other Settlement remittances sent to our office.

The state property tax replacement credit amount on the Balance due from or (refund due to) state before omitted homestead credit refunds line of the 105A must be the same as the grand total of Column 17, Section 2 of the County Treasurer's Certificate of Tax Collections form 49TC. If they are not the same, then there is either a problem with the Form 105A or the 49TC and the difference must be resolved.

The state homestead credit amount on the Balance due from or (refund due to) state before omitted homestead credit refunds line of the 105A must be the same as the grand total of Column 22, Section 2 of the County Treasurer's Certificate of Tax Collections form 49TC. If they are not the same, then there is either a problem with the Form 105A or the 49TC and the difference must be resolved.

## QUIETUS WORKSHEET

The Auditor of State's office has provided a quietus worksheet to assist the county auditor and county treasurer with the final steps of the property and excise tax settlement.

In the first column you will list all of 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 exactly the same as the funds listed in Section B of the Settlement Form 105.

The second column, **Gross Property Tax for Distribution**, is where you will enter the fund amounts for property tax from Section B of the Settlement Form 105. The total of this column must be exactly the same as the Section B Settlement Form 105 property tax column total. Also, 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**, you will enter the property tax advance amounts as a positive number on the quietus worksheet. You should have previously verified the property tax advance amounts with the county treasurer. If you did not previously verify the amounts then you must verify the property tax advance amounts at this time. 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**, you will enter the exam of records amounts the county paid to the State Board of Accounts for taxing unit's examination of records. You will enter this as a positive 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. There is a formula embedded in the worksheet to calculate this total for you.

In the sixth column, **Gross Excise Tax for Distribution**, you will enter the Excise Tax from Section B on the Settlement Form 105. The total of this column must be exactly the same as the Section B Settlement Form 105 excise tax column total. Also, the total of this column must agree with the gross excise tax total of all Form 22 Certificates of Tax Distribution.

In the seventh column, **Excise Tax Advance**, you will enter the excise tax advance amounts as a positive number on the quietus worksheet. You should have previously verified the excise tax advance amounts with the county treasurer. If you did not previously verify the amounts then you must verify the excise tax advance amounts at this time. Also, 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.

## QUIETUS WORKSHEET CONTINUED...

The eighth column is the **Net Excise Tax for Distribution**. This is the sum of the gross excise tax for distribution less the excise tax advances. There is a formula embedded in the worksheet to calculate this total for you.

In the final column, **Total Net Property Tax and Excise Tax for Distribution**, is the sum of the total net property tax for distribution plus the total net excise tax for distribution. There is a formula embedded in the worksheet to calculate this total for you. Also, the total of this column must agree with the total of the net distributed of all Form 22 Certificates of Tax Distribution.

### ADDITIONAL PROPERTY TAX QUIETUS

Next you will scroll down to the area titled “**Additional Property Tax Quietus**”.

**Overpayments from Overpayment Listing & 49TC Column 3 Reconciliation (if applicable).** You will only enter data in this cell if your treasurer included overpayments with collections in column 3, Section 1 of the 49TC. If applicable, you will quietus this amount to the surplus tax fund. Rarely are overpayments included in column 3 of the Form 49TC.

**NSF Checks or, if applicable, other Settlement adjustments from Line 41 of the Settlement Sheet.** If the Line 41 amount is a NSF check deduction, then you will enter on this line of the quietus worksheet the NSF check amount.

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 41 amount on this line of 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 of the quietus worksheet.

**Net PTRC & HSC Due to State from Form 105A.** You will enter the net total of PTRC & HSC to be remitted to the state from the Form 105A. Only enter the amount on this line of the quietus worksheet if the county owed PTRC and/or HSC to the state. This amount will be entered as a positive.

**Tax Refund (The amount should be the same as the Amount Refunded to Taxpayer Total of the Form 17TC and the Net Tax, Penalty, and Interest Column of the Refund Line of the Form 105).** You will enter the amount from the Form 105, the Net Tax, Penalty and Interest Column of the Form 105. This amount must also agree with the Amount Refunded to Taxpayer **Total** of the 17TC.

## **QUIETUS WORKSHEET CONTINUED...**

**Exam of Records from above and the Form 22.** You will enter the examination of records amount being subtracted from the distribution to the taxing units. This amount must also agree with the amount for examination of records listed in the upper portion of the quietus worksheet.

**Omitted HSC Refunds Total from Form 17HC.** You will enter the total amount in the Total Omitted State and Local Homestead Credit and/or Residential Property Tax Replacement Credit Refund column of the Form 17HC.

**LOIT (CAGIT or COIT) PTRC Due LOIT (CAGIT or COIT) PTRC Fund.** If the amount on the Summary Worksheet Line 15 of the State and Local LOIT PTRC Recon Worksheet is a negative amount, you will enter that amount as a positive number on the quietus worksheet.

**HEA HSC Due HEA HSC Fund.** If the amount of the Summary Worksheet Line 17 of the State & Local HSC and Res PTRC Recon worksheet is a negative amount, you will enter that amount as a positive number on the quietus worksheet.

**COIT HSC Due COIT HSC Fund.** If the amount of the Summary Worksheet Line 17 of the State and Local HSC and Res PTRC Recon worksheet is a negative amount, you will enter that amount as a positive number on the quietus worksheet.

**CEDIT HSC Due CEDIT HSC Fund.** If the amount of the Summary Worksheet Line 17 of the State and Local HSC and Res PTRC Recon worksheet is a negative amount, you will enter that amount as a positive number on the quietus worksheet.

**CEDIT Res PTRC Due CEDIT Res PTRC Fund.** If the amount of the Summary Worksheet Line 17 of the State and Local HSC and Res PTRC Recon worksheet is a negative amount, you will enter that amount as a positive number on the quietus worksheet.

**LOIT (CAGIT or COIT) HSC Due LOIT (CAGIT or COIT) HSC Fund.** If the amount of the Summary Worksheet Line 17 of the State and Local HSC and Res PTRC Recon worksheet is a negative amount, you will enter that amount as a positive number on the quietus worksheet.

**LOIT (CAGIT or COIT) Res PTRC Due LOIT (CAGIT or COIT) Res PTRC Fund.** If the amount of the Summary Worksheet Line 17 of the State and Local HSC and Res PTRC Recon worksheet is a negative amount, you will enter that amount as a positive number on the quietus worksheet.

**State's Share of 2008 & Prior Delinquent Tax and Penalties Collected.** You will enter the amount labeled "Amount to remit to state for State Fair, Forestry, HCI, MAW, & CHINS" from the 2008 & Prior Delinquent Tax and Penalty Collection Fund Deduction Calculation Worksheet. You will enter this amount as a positive number on the quietus worksheet.

## QUIETUS WORKSHEET CONTINUED...

**Family and Children's and Children's Psychiatric Residential Treatment Services Fund portion of 2008 & Prior Delinquent Tax & Penalties Collected.** You will enter the amount labeled "Amount to quietus to Levy Excess or Rainy Day Fund" from the 2008 & Prior Delinquent Tax and Penalty Collection Fund Deduction Calculation Worksheet. You will enter this amount as a positive number on the quietus worksheet.

**School General Fund portion of 2008 & Prior Delinquent Tax & Penalties Collected.** You will enter the amount labeled "Amount to distribute to School General Fund" from the 2008 & Prior Delinquent Tax and Penalty Collection Funded Deduction Calculation Worksheet with School Shortfall. You will enter this amount as a positive number on the quietus worksheet. The next four lines are available for use if necessary.

**Total Additional Property Tax Quietus.** This is the total of the additional property tax quietus. The quietus worksheet will calculate this total.

**Total Property Tax Quietus (Net Property Tax for Distribution plus Additional Property Tax Quietus).** This is 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 will calculate this total.

### TREASURER'S CASH (PROPERTY TAX)

Scroll further down to enter the amounts to balance the Treasurer's Cash.

**Treasurer's Property Tax at Certification.** You will enter the property tax total of Column 6, Section 1 of the 49TC.

**Minus: Total Property Tax Advance Amount.** You will enter the property tax advance amounts on this line. The amount entered does not include excise tax advances. You should have previously verified the property tax advance amounts with the county auditor. If you did not previously verify the amounts then you must verify the property tax advance amounts at this time.

**Equals: Net Property Tax at Certification.** This is the result of subtracting the total property tax advance amount from the treasurer's property tax at certification. The worksheet will calculate this amount for you.

**Plus: PTRC & HSC Due from State.** You will enter the net amount due from the state from the Form 105A. Your county will receive this money from the state either by warrant or by ACH.

**Plus: LOIT (CAGIT or COIT) PTRC Due from LOIT (CAGIT or COIT) PTRC Fund.** If the amount on the Summary Worksheet Line 15 of the State and Local LOIT PTRC Recon Worksheet is a positive amount, you will enter that amount here as a positive number. A check will be written to the treasurer from the LOIT PTRC Fund.

## QUIETUS WORKSHEET CONTINUED...

### TREASURER'S CASH (PROPERTY TAX) CONTINUED...

**Plus: HEA HSC Due from HEA HSC Fund.** If the amount of the Summary Worksheet Line 17 of the State & Local HSC and Res PTRC Recon worksheet is a positive amount, you will enter that amount here as a positive number. A check will be written to the treasurer from the HEA HSC Fund.

**Plus: COIT HSC Due from COIT HSC Fund.** If the amount of the Summary Worksheet Line 17 of the State and Local HSC and Res PTRC Recon worksheet is a positive amount, you will enter that amount here as a positive number. A check will be written to the treasurer from the COIT HSC Fund.

**Plus: CEDIT HSC Due from CEDIT HSC Fund.** If the amount of the Summary Worksheet Line 17 of the State and Local HSC and Res PTRC Recon worksheet is a positive amount, you will enter that amount here as a positive number. A check will be written to the treasurer from the CEDIT HSC Fund

**CEDIT Res PTRC Due from CEDIT Res PTRC Fund.** If the amount of the Summary Worksheet Line 17 of the State and Local HSC and Res PTRC Recon worksheet is a positive amount, you will enter that amount here as a positive number. A check will be written to the treasurer from the CEDIT Res PTRC Fund

**LOIT (CAGIT or COIT) HSC Due from LOIT (CAGIT or COIT) HSC Fund.** If the amount of the Summary Worksheet Line 17 of the State and Local HSC and Res PTRC Recon worksheet is a positive amount, you will enter that amount here as a positive number. A check will be written to the treasurer from the LOIT HSC Fund.

**LOIT (CAGIT or COIT) Res PTRC Due from LOIT (CAGIT or COIT) Res PTRC Fund.** If the amount of the Summary Worksheet Line 17 of the State and Local HSC and Res PTRC Recon worksheet is a positive amount, you will enter that amount here as a positive number. A check will be written to the treasurer from the LOIT Res PTRC Fund.

The next three lines are available for use if necessary.

**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 for you.

**Balance Proof: Total Property Tax Quietus Minus Treasurer's Cash Available for Settlement.** This will be 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 for you. If the result is not zero, you need to review all entries to be certain there were no data entry errors. The auditor and the treasurer are only in balance when this line of the quietus worksheet is equal to zero.

## QUIETUS WORKSHEET CONTINUED...

### Excise Tax & Additional Settlement Quietus

**Excise Tax Allocation Deduction Quietus.** Below the Excise Tax columns next to the cell with the description “Add: Excise Tax Allocation Deduction amount...” you will enter the amount from the Excise Tax Allocation Deduction worksheet for the SWETA, 2009 Welfare Excise and 2009 School Excise. You will quietus this amount to either the settlement fund or the Excise Tax Allocation Due State Fund. This amount will be included with any other necessary warrants to the state for this settlement.

**Total Excise Tax Quietus** This is the total of the net excise tax for distribution plus the Excise Tax Allocation Deduction amount. The worksheet calculates this total for you.

**Additional Settlement Quietus** Scroll further down and you will see a section titled “Additional Settlement Quietus”. In this section you will enter all of the other type collections that need to be quietus and possibly distributed with settlement. It includes Surplus Tax, Demand Fees, Tax Sale Costs, Conservancy District Collections, Sewer Liens, Weed Mowing Liens, Ineligible Homestead Credit Additional Tax and 99% Civil Penalty, and Ineligible Homestead Credit 1% Civil Penalty to name a few. Not all of these types of additional collections may be applicable to your county. We have additional lines added for your county to list any of the additional collections to be distributed with settlement.

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 for you.

**Settlement Quietus Summary** Underneath the Additional Settlement Quietus Section is the Settlement Quietus Summary. 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 also be the same amount the treasurer shows as the total transferred by quietus on the cash book.

## QUESTIONS



If you have any questions concerning the December 2011 Settlement process, please e-mail Brenda Alyea at [balyea@auditor.in.gov](mailto:balyea@auditor.in.gov) or Janie Cope at [jcope@auditor.in.gov](mailto:jcope@auditor.in.gov).

If you do not have access to e-mail, please call Brenda at (317) 232-3336 or call Janie at (317) 233-3008.

