

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors and County Auditors

FROM: Tim Jorczak, Director of Policy & Intergovernmental Affairs *TJ*

DATE: June 29, 2009

SUBJECT: Sales Disclosure Form Changes

House Enrolled Act (“HEA”) 1344-2009, effective July 1, 2009, requires the Department of Local Government Finance (“Department”) to collect new information on the Sales Disclosure Form related to the Homestead Standard Deduction application portion of the form. Beginning on this date, filers will be required to submit both the last five digits of their Social Security Number and the last five digits of their driver’s license or state identification card number in order to apply for the benefit. If neither of these numbers is available, the filer may submit an alternative number, such as the United States Permanent Resident (“A”) number. In addition, the spouse of the filer (if any) also must list this information when applying for the benefit. A Sales Disclosure Form should not be rejected by the assessor’s office if this information is missing. However, failure to provide this information on the Homestead Standard Deduction application portion of the form can result in the deduction not being applied to the property. **Note, as well, that the identification number information is not required if the form is not going to be used as an application for the deduction.**

The purpose of collecting this new information is to allow the Department to create a searchable, secure database for counties to use to identify and eliminate Homestead fraud. Officials should assure taxpayers that the information will be kept confidential under state law and will be stored in a secure electronic database available only to designated county officials.

HEA 1344-2009 also allows taxpayers, for the first time, to receive electronic property tax statements rather than the traditional hard copy statements upon adoption of a local ordinance in the county. In the spirit of this law, the Department has included a new option in Section F on the Sales Disclosure Form that allows taxpayers to elect this option. Not every county will offer this option, and if the taxpayer lives in a county where the option is not available, the e-mail addresses simply will be collected and stored in the event that the county chooses to offer the option.

In order to streamline and clarify some of the issues on the form, the Department also has made other modifications to the form. Most significantly the “easements and right-of-way grants” question, formerly question 15, has been moved into the non-fee exempt portion of the form as question 12. This reflects current practice, which requires valuable consideration easements and right-of-way grants to be treated as standard conveyance documents. Other minor changes were made to conform to current practice.

The new form (version R9) will be made available to the public no later than June 29, 2009. Since the changes to the form are not substantial, both version R8 (the current version) and R9 may be used and can be accepted for sales disclosure purposes moving forward. If a taxpayer wishes to file for the Homestead Standard Deduction using the Sales Disclosure Form, however, the later version of the form must be used after July 1, 2009 in order to collect the required identification information. Forms with signature dates prior to July 1, 2009, may still be filed for Homestead purposes. Please also note that the new social security number, state driver’s license, and/or other ID field must be redacted before the document is made public.

If you have any questions, please contact Tim Jorczak, Director of Policy and Intergovernmental Affairs, at tjorczak@dlgf.in.gov.