

STATE OF INDIANA

DEPT OF LOCAL GOVERNMENT FINANCE
DATA ANALYSIS DIVISION



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TO: County Assessors, Auditors, and Vendors

FROM: Courtney Schaafsma, Director of Data Analysis *CLS*

SUBJECT: Personal Property File and Data Compliancy: North American Industry Classification System (NAICS) code list

DATE: October 26, 2010

The purpose of this memorandum is to inform all county assessors, auditors, and vendors about a change in data compliancy reviews for the PERSPROP file starting in the 2011 pay 2012 tax year.

The PERSPROP file requires a Principal Business Activity Code, which the Emergency Rule identifies as being the North American Industry Classification System ("NAICS") code. Currently, two NAICS code lists are available from the U.S. Census Bureau – the 2002 code list and the 2007 code list.

While in previous years the Department of Local Government Finance ("Department") and Legislative Services Agency ("LSA") have accepted either NAICS code list, starting with the data submissions for the 2011 pay 2012 tax year, only the 2007 NAICS code list will be accepted. Use of the 2002 NAICS code list will result in the rejection of the PERSPROP file. If your county is not yet using the 2007 code list, please ensure this data is converted to the 2007 code list prior to submitting your PERSPROP file for the 2011 pay 2012 tax year. To assist you in complying with this change, the Data Upload Tool will be updated prior to next year's data submissions to check for the use of the 2007 code list. Please use the Data Upload Tool to test your PERSPROP file (along with other required data submissions) prior to officially submitting your data. Testing your data through the Data Upload Tool prior to officially submitting the data allows you to address potential rejection items before they result in data compliancy issues.

If you have any questions, please contact Courtney Schaafsma at cschaafsma@dlgf.in.gov or 317-232-3759.