

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** County Assessors, Auditors and Software Vendors  
**FROM:** Courtney L. Schaafsma, Director of Data Analysis *CVS*  
**SUBJECT:** Utility Assessed Values  
**DATE:** April 18, 2011

This memorandum provides information regarding the availability of the UTILITYAV data file for assessed values provided by the Department of Local Government Finance ("Department").

Per IC 6-1.1-8-27, the Department is required to certify to the county assessor and county auditor the assessed value of distributable property which is determined to be distributed to taxing districts in a particular county. Historically, the Department has complied with this requirement by sending paper copies of Form 11A to each individual county. The county was then responsible for ensuring this assessed value information was input into its assessment and tax and billing systems.

The purpose of this memo is to announce that the Department intends to make utility assessment data available electronically in July 2011. The format of this information will follow the UTILITYAV file specifications included in 50 IAC 26. While the Department is still working to finalize this export procedure, we wanted to provide sufficient notice to counties and software vendors that the data is expected to be made available electronically this year. This should allow vendors time to update their systems to ensure they can accept the UTILITYAV file. The Department does not intend to provide paper copies of Form 11A to all counties, though the distribution of this information in paper form could occur on a case-by-case basis. If a county needs to receive paper copies of the Form 11As, it should contact Keilah Heffington at [kheffington@dlgf.in.gov](mailto:kheffington@dlgf.in.gov) to submit a request.

The Department looks forward to providing utility assessed value data electronically, as we believe it will produce time savings for counties. If we encounter an issue that will prevent us from being able to provide the UTILITYAV file in July 2011, we will notify all counties and vendors as soon as possible so you can plan accordingly.

If you have any question on the information above, please contact Courtney Schaafsma at [cschaafsma@dlgf.in.gov](mailto:cschaafsma@dlgf.in.gov) or (317) 232-3759.