**APPENDIX E**

**PROCEDURE CHECKLIST**

Submit this form to the Department along with the adopting resolution/ordinance, proofs of publication of the Notice to Taxpayers, Notice of Adoption, and submit a copy of the county auditor’s Certificate of No Remonstrance on or before April 30.

The submission packets may be emailed to the Department.

CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TAXING UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CODE CITATION: IC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FUND NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPOSED RATE: $ \_\_\_\_\_\_\_\_\_\_

ESTABLISHING NEW FUND (Circle) YES NO REESTABLISHING YES NO

YEAR TO BE FIRST LEVIED: 2020 PAY 2021

NOTICE TO TAXPAYERS:

1st Publication \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Name of Newspaper)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Name of Newspaper)

2nd Publication \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Name of Newspaper)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Name of Newspaper)

PUBLIC HEARING HELD ON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020

ORDINANCE ADOPTED ON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020

NOTICE OF ADOPTION:

Publication \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Name of Newspaper)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Name of Newspaper)

**APPENDIX A**

**NOTICE TO TAXPAYERS OF HEARING ON PROPOSED CUMULATIVE
 FUND**

 (Name of Fund)

Notice is hereby given to the taxpayers of ,

 (Name of Unit)

 , County, Indiana, that the

 (County Name) (Name of Adopting Body)

will consider at

 (Location of Meeting)

at o’clock am/pm on , 2020, the establishment of (Time) (Day and Month)

a Cumulative Fund under the provisions of Indiana

 (Name of Fund)

Code for the purposes as follows:

 (Code Citation)

***{Unit may set out selected uses as provided by the applicable statute or the unit may state “For all uses as set out in IC \_\_\_\_\_\_\_\_.”} (Do not publish this statement “as is.”)***

The tax will be levied on all taxable real and personal property within the taxing district and will not exceed $\_\_\_\_\_\_\_\_\_ per $100 of assessed valuation. The proposed fund will be levied

 (Adopted Rate)

beginning with taxes due and payable in the year 2021. Taxpayers appearing at such hearing shall have the right to be heard thereon. The proposal for establishment of the

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund is subject to approval by the Department of Local (Name of Fund)

Government Finance.

Within 30 days after the date of the adoption of the cumulative fund by the , the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will publish a Notice of Adoption.

 (Name of Adopting Body) (Name of Unit)

Upon publication of the Notice of Adoption, \_\_\_\_\_\_\_\_ or more taxpayers in the taxing district may file a petition with the County Auditor not later than noon 30 days after the publication of the Notice of Adoption setting forth their objections to the proposed fund.

Dated this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

 (Adopting Body)

**APPENDIX B**

**ORDINANCE/RESOLUTION ESTABLISHING CUMULATIVE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FUND**

(Name of Fund)

**Under Indiana Code** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Code Citation)

**BE IT RESOLVED** by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, County, (Adopting Body) (County Name)

Indiana that a need now exists for the establishment of a Cumulative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of Fund)

Fund for the following purposes:

***{Unit may set out selected uses as provided by the applicable statute or the unit may state “For all uses as set out in IC \_\_\_\_\_\_\_\_.” } (Do not publish this statement “as is.”)***

**BE IT FURTHER RESOLVED** that this Board will adhere to the provisions of Indiana Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The proposed fund will not exceed $\_\_\_\_\_\_\_\_\_\_\_\_ on each

 (Code Citation) (Adopted Rate)

$100 of assessed valuation. Said tax rate will be levied beginning with taxes for 2020 payable 2021.

**BE IT FURTHER RESOLVED** that proofs of publication of the public hearing held on the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020, and a certified copy of this ordinance/resolution shall be submitted to the Department of Local Government Finance of the State of Indiana as provided by law. This Cumulative Fund is subject to the approval of the Department of Local Government Finance.

Duly adopted by the following vote of the members of said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_

 (Adopting Body)

day of \_\_\_\_\_\_\_\_\_\_, 2020.

**AYE NAY**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Fiscal Officer**

**APPENDIX B(2)**

**FOR USE IN ESTABLISHING OR REESTABLISHING**

**FIRE PROTECTION TERRITORY EQUIPMENT REPLACEMENT FUND**

**ORDINANCE/RESOLUTION ESTABLISHING**

**FIRE PROTECTION TERRITORY EQUIPMENT REPLACEMENT FUND**

IC 36-8-19-8.5

**BE IT RESOLVED** by the

 (Adopting Body of Participating Unit)

of , County, Indiana that a need now exists for the establishment

 (County Name)

of a Fire Protection Territory Equipment Replacement Fund for the following purposes:

***{Unit may set out selected uses as provided by the applicable statute or the unit may state “For all uses as set out in IC 36-8-19-8.5.”} (Do not publish this statement “as is.”)***

**BE IT FURTHER RESOLVED** that this Board will adhere to the provisions of Indiana Code IC 36-8-19-8.5. The proposed fund will not exceed $\_\_\_\_\_\_\_\_\_\_\_\_ on each $100 of (Adopted Rate)

assessed valuation. Said tax rate will be levied beginning with taxes for 2020 payable 2021 and will be a uniform tax rate.

**BE IT FURTHER RESOLVED** that proofs of publication of the public hearing held on the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020, and a certified copy of this ordinance/resolution shall be submitted to the Department of Local Government Finance of the State of Indiana as provided by law. This Fund is subject to the approval of the Department of Local Government Finance.

**BE IT FURTHER RESOLVED** that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the Provider Unit of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fire Protection Territory and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is/are the Participating Unit(s) of said Fire Protection Territory. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as Provider Unit, is authorized to establish this Fund. This ordinance/resolution contains or incorporates by reference the contents of the agreement to establish the Fund.

Duly adopted by the following vote of the members of said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this

 (Adopting Body)

\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 2020.

**AYE NAY**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Fiscal Officer**

**APPENDIX C**

**NOTICE OF ADOPTION**

To the taxpayers of , Indiana.

 (Name of Unit)

You are hereby notified that on , 2020, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_ County,

 (Date) (Name of Unit) (County Name)

 Indiana, pursuant to notice heretofore given, and under and by virtue of IC ,

 (Code Citation)

duly adopted a plan whereby a Cumulative Fund was

 (Name of Fund)

established to provide for the following:

***{Unit may set out selected uses as provided by the applicable statute or the unit may***

***state “For all uses as set out in IC \_\_\_\_\_\_\_\_.” } (Do not publish this statement “as is.”)***

The fund will be provided for by a property tax rate of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per one hundred dollars

 (Rate written $0.0000)

($100.00) of taxable real and personal property within the taxing unit beginning in 2020 payable 2021 and thereafter, continuing until reduced or rescinded.

\_\_\_\_\_\_\_\_ or more taxpayers in the taxing unit who will be affected by the tax rate and corresponding levy may file a petition with the \_\_\_\_\_\_\_\_\_\_\_\_\_ County Auditor not later than noon 30 days after

 (County Name)

the publication of this Notice setting forth their objections to the proposed cumulative fund. Upon the filing of the petition, the County Auditor shall immediately certify the same to the Department of Local Government Finance, at which point the Department will fix a date for and conduct a public hearing on the proposed cumulative fund before issuing its approval, disapproval, or modification thereof.

Dated this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Adopting Body)

**APPENDIX F**

**CERTIFICATE OF NO REMONSTRANCE**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Auditor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (Auditor’s Name) (County Name)

do hereby certify that there were no remonstrances filed against the proposed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of Fund)

adopted by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

(Name of Adopting Body) (Date)

A Notice of Adoption was published on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the

 (Date(s) of Publication)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ newspaper(s).

 (Name of Newspaper(s))

Dated this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Auditor’s Name)