

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT
FINANCE



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TO: County Treasurers, Software Providers, and Print Vendors
FROM: Tim Jorczak, Director of Policy and Intergovernmental Affairs B
RE: Treasurer's Tax Statement (TS-1) for 2010
DATE: August 5, 2009

Under IC 6-1.1-22-8.1, the Department of Local Government Finance ("the Department") is required to prescribe the treasurer's property tax comparison statement (TS-1).

Under the statute, the TS-1 is required to contain important information about a taxpayer's current and historical tax liability. The form is designed to supply taxpayers with basic information about their assessed value, gross tax rate, deductions, and related information for the current and prior years. This form also contains all of the information on the Notice of Assessment, also known as the Form 11 notice.

Changes From 2009

The "Special Message to Property Owner" has been updated to reflect the fully phased in circuit breaker caps for 2010 and includes a message about the 2010 U.S. Census.

The primary change is the return to **displaying only two (2) years of tax data**, rather than the three (3) required in last year's document.

Line 1b now includes personal property gross assessed value. This was done in response to taxpayer requests for consistency county to county in how this information is displayed. Table 1 also has some minor modifications in line titles, and lines 4a and 4b have been switched to show local tax relief before state tax relief.

In Table 2, preparers should note that the footnote for line 2 has changed to include relevant language to the Distressed Unit Appeals Board.

Table 3 displays gross distributions of the tax revenue generated by the target property.
Preparers will notice that the tax rates are provided once again to the taxpayer.

Last year, the Department received questions from taxpayers in some counties about why their tax statement did not break out the individual levying authorities by name in Table 4. As a rule, preparers should note that the individual levying authorities should be broken out individually

and identified so that taxpayers have the benefit of knowing to whom they are paying the assessment.

The back of the document has been updated to reflect the changes to the front of the form and to clean up unclear or omitted language from the prior year.

Homestead Certification Form

House Enrolled Act ("HEA") 1344-2009 requires the county auditor to begin collecting additional identification information regarding the homestead deduction. Part of this new law requires the TS-1, beginning in 2010, to allow taxpayers to verify their residency and eligibility for this deduction. The homestead certification form is the Department's prescribed method to collect this information. A county's homestead certification form should match the attached form substantially; however, there is ample space on the certification form to allow counties to format the document in accordance with their mailing and processing needs.

The statute requires the homestead certification form to be on different colored paper from the rest of the statement. To promote consistency statewide and ensure that taxpayers notice the certification form, the Department is requesting that the certification form be on pink, rose, or other similarly-colored paper.

Remittance Coupons

Similar to last year, the Department will allow counties to format remittance coupons in accordance with their mail and payment processing needs; however, the Department still requires that some criteria be met.

Coupons must contain the information outlined in the suggested coupon format attached to this memorandum. This information includes the name and address of the property owner, payment due date, parcel number and legal description. In addition, the remittance coupon will be the location of any late payment penalties and interest owed by the taxpayer. The Department also requests that the same or substantially similar language as provided on the suggested remittance stub be utilized regarding the addition of late payment penalties (see the top of the suggested remittance stub for the preferred language.)

While the Department will be giving a great amount of latitude in the arrangement of the coupons, care should be taken to avoid adding substantially duplicative information.

Approval and Formatting

The State Board of Accounts will not be reviewing TS-1 forms for compliance. The Department will be the sole agency approving tax statements. Each county should send proofs of their tax bills to Tim Jorczak, Director of Policy and Intergovernmental Affairs, at tjorczak@dlgf.in.gov for approval.

There is no specified color for the TS-1 document (except for the homestead certification form, as mentioned above). Counties are free to print either in color, or in black and white. Very minor modifications can be made upon request to the Department when the document is submitted for approval.

The attached document has been prepared in standard (8.5x11) format. Upon request, different sizes can be accommodated in accordance with a county's mail and payment processing needs.

Included along with the document format are the State-approved calculation methodologies for all of the fields in the document.

The Department looks forward to working with counties, software providers, and print vendors to ensure this process continues to work smoothly. For questions about the approval process or about the TS-1 in general, please contact Jorczak at 317.234.5675 or tjorczak@dlgf.in.gov.