
As prepared by the Auditor of State, in conjunction with the Department of Local Government Finance

January 16, 2019
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INTRODUCTION

The 2018 Pay 2019 Gateway Abstract Manual will guide county auditors and staff through the 2018 Pay 2019 Gateway Abstract process, providing a walkthrough of each stage in the process.

This manual is designed to assist users on the procedural uses of Gateway Abstract to minimize risk of inaccuracy reported on the abstract which could result in incorrect tax bills and/or in incorrect distribution of funds at settlement.

For any questions pertaining to completing the abstract via Gateway Abstract Application please contact:
1. Auditor of State (AOS) (Localgovernment@auditor.in.gov) for all general questions.
2. Your tax and billing vendor for any questions regarding text files
3. Department of Local Government (gateway@dlgf.in.gov) for Gateway log in issues

ABSTRACT OF TAXES - GENERAL INFORMATION

As prescribed in IC 6-1.1-22-5, the county auditor is required to prepare and deliver a certified copy of an abstract of the property, assessments, taxes, deductions, and exemptions for taxes payable in that year in each taxing district of the county.

The current taxes reported on the abstract must agree with the assessments, deductions, and current taxes in the real estate, utility, and business personal property tax duplicates. Some counties may not have a separate utility tax duplicate. Some counties may include utility assessments and taxes in the business personal property duplicate. However, utility assessments, business personal property assessments and taxes are to be reported separately on the abstract.

The delinquencies reported on the abstract must agree with the delinquencies in the real estate, utility, personal property, and mobile home tax duplicates, and should also agree with the delinquencies reported at the previous December settlement plus the penalties added at the prior final tax installment due date.

The assessments and total taxes reported on the abstract are not computed, it is a summary report of the tax duplicates.

GATEWAY ABSTRACT TIMELINE

1. Provide Pre-Abstract Survey Responses.
The pre-abstract survey begins the abstract process. This survey is conducted through Gateway Abstract and will assist AOS in gathering data related to abstract preparation. The survey highlights particular changes to the current year abstract and identifies areas which may need to be reviewed in greater detail. Appendix A of this manual provides a walkthrough for completing the pre-abstract survey.

2. Complete property tax relief workbook (Only applicable to counties with property tax relief.)

For those counties with property tax relief (PTR), AOS will distribute the property tax relief workbook (PTRW) used by counties to assist in calculating a PTR rates for any applicable counties.

The completed PTRW shall be returned to the AOS. AOS will review the PTRW to determine if calculations appear to be reasonable and consistent with prior year information.

3. Upload the seven text files to Gateway Abstract.

After completion of the PTRW (only applicable to counties with PTR), the county will upload the seven text files generated from their tax and billing system into Gateway Abstract and verify the text files uploaded were accepted and passed all diagnostics. If any errors occur the county auditor will need to work with their software vendor and the Department of Local Government Finance (DLGF) via gateway@dlgf.in.gov to correct upload errors.

4. Review and verify information populated in all abstract sections is as expected.

After a successful upload of all text files, it is the county’s responsibility to verify the accuracy of all data uploaded to Gateway Abstract.

If all diagnostics are cleared, the county verifies all information by reviewing main data points such as taxing districts, tax rates, NAVs, levy’s, and tax increment financing (TIF) districts. If any data uploaded in to Gateway Abstract is incorrect, the county will need to work with their tax and billing software vendor and AOS via localgovernment@auditor.in.gov to correct the incorrect data.

5. Complete review section questions

Variances between expected values or changes in data from certified net assessed values (CNAV) and prior year settlement and abstract figures will be flagged in the review section. Counties will be required to submit responses and provide explanations as to why unexpected values have been reported. It is important to provide as much detail as possible prior to submitting the abstract for AOS review.

After verification that all information is accurate and responses to questions have been provided, the county auditor, or their designee, will sign off on the “Form Signature Box”.

7. AOS review

AOS will review the submitted abstract for accuracy in report. AOS will contact the county auditor and staff directly with any questions regarding the submission.

8. Abstract approval

After AOS has verified the information on the abstract submission appears to be complete and correct, the county auditor is notified that the abstract is approved.

9. Circuit Breaker Adjusted Abstract

The circuit breaker adjusted abstract will be produced after all 92 county abstracts have been approved. Notice will be sent out to counties when their circuit breaker adjusted abstract is available to view.

**NAVIGATING TO GATEWAY ABSTRACT**

The first step to completing the abstract is understanding how to navigate to the Gateway Abstract application. These steps will walk the county through logging into Gateway and opening the Gateway Abstract application.

**Step One - Log In to Gateway:** The county can log in to Gateway by going to the login screen on the Gateway website at: [https://gateway.ifionline.org/login.aspx](https://gateway.ifionline.org/login.aspx). If the county needs assistance with the username, please contact DLGF at gateway@dlgf.in.gov. If the county needs password help, click on the “Forgot your password?” link, enter the county’s username, and the DLGF will email you a new password. If you enter the county’s username on the “forgot your password screen” and do not receive a new password, please contact the DLGF at gateway@dlgf.in.gov.

**Step Two - Select Abstract Application:** After logging into Gateway, the county will be taken to the “Welcome to the Indiana Gateway for Governmental Units” page. From the welcome screen scroll down to “Select Application” and under the Department of Local Government Finance (DLGF) category select “Abstract.”
Step Three - Select County and Year: After clicking on Abstract, the county will be taken to the “Select County From List” page. Make sure the drop down on the tax year is “2019” and then click on the specific county.

Note: The picture below shows 2018 for the tax year, however, the county will need to select 2019 when uploading the county’s text files.

After selecting the specific county, the county should see the Gateway Abstract “Welcome to Gateway Abstract” page.
The Pre-Abstract Survey is the beginning of the abstract process. This survey is used by AOS to gather specific information needed to populate portions of the abstract and PTRW, gather phase-in information, communicate reminders, and any important changes to the abstract.

For the 2018 pay 2019, the survey will be available for completion on January 17, 2019. The survey will need to be completed by 5:00 pm EDT January 25, 2019.

Steps for completing the survey are as follows:

**Step One - Log in to Gateway:** Open the survey from Gateway Abstract.

**Step Two – Confirm Property Tax Relief Allocations (if applicable):** If the county adopted PTR, please take time to review the county’s PTR allocations. The survey will ask the county to confirm the current allocations percentages among the six different property types. Please remember having the correct information reported on the county survey is extremely important in having a correct abstract of taxes via Gateway Abstract. Questions regarding the allocation of the county’s PTR should be directed to localgovernment@auditor.in.gov.

**Step Three – Submit the Survey:** Complete the survey and submit by clicking submit at the bottom of the survey. Questions regarding the survey should be directed to localgovernment@auditor.in.gov.
PROPERTY TAX RELIEF WORKBOOK (PTRW)

This section of the manual only applies to counties with property tax relief.

The PTRW is created to assist county auditors in the calculation of a PTR tax rate that is applied to tax payer bills. The steps for completing the PTRW will be as follows:

**Step One – AOS Upload to FTP:** AOS will upload the PTRW to the “From AOS” folder on the AOS FTP site, https://aosftp.auditor.in.gov. If the county does not have a log in or needs any assistance logging into the AOS FTP site please contact localgovernment@auditor.in.gov.

**Step Two – County Pull Form from FTP:** Navigate to the From AOS folder by selecting the specific county on the left side of the screen, “Abstract”, and “From AOS”

![FTP Screen](image)

*Note: The above screen shows all counties. The county login will only show the specific county.*

**Step Three – Download the PTRW:** Download the PTRW by running the cursor over the file and selecting the download button.

![Downloader Screen](image)
**Step Four – Complete the PTRW**: Open the PTRW. Go to the instructions tab and complete the PTRW by following the instructions. Questions regarding the instructions included in the PTRW should be directed to localgovernment@auditor.in.gov.

The PTRW uploaded to the AOS FTP site will be preloaded with PTR amounts and the allocation of the property to the different property type. Please remember to review the certified PTR amount included and the allocation of the PTR to the different property types.

![Screenshot of PTRW](image)

**Step Five – Submit the PTRW**: Navigate to the “To AOS” folder by selecting the specific county on the left side of the screen, “Abstract”, and “To AOS”. Upload the county’s PTRW to this site.

**Step Six – Approval of PTRW**: The AOS will provide review and approval of the PTRW. Once the county receives approval, the county may upload the county’s abstract text files into Gateway Abstract.

**PREPARING AND UPLOADING TEXT FILES**

Prior to starting the Gateway Abstract, counties should complete their tax duplicates. Tax duplicates are prepared once the county has received a certified budget order from the DLGF and uploaded the CERTDRATE and ABCERTRATE files (issued by the DLGF) to the county’s taxing billing system.

Once the tax duplicate is complete, Gateway Abstract files produced by the county’s tax and billing system should be uploaded to Gateway Abstract.

The premature production of the Gateway Abstract files could create differences in abstract charges occurring at December settlement. After the tax duplicates have been calculated, any changes made to tax parcels must be done with a certificate of error, auditor’s charges, auditor’s assessments, and added assessments.
The basis of the Gateway Abstract is seven text files generated by the county’s tax and billing system. The seven text files are as follows:

1. TAXDATA
   a. Compilation of the individual property tax records that are billed by a county during a given pay cycle; file contains: (i) the tax payer’s name and mailing address, (ii) property’s gross AV and net AV, (iii) gross tax due, and (iv) net tax due & penalties.

2. ADJMENTS
   a. Inventory of exemptions, deductions, and credits that are applied to a given record contained in the TAXDATA file, as well as the amount for each particular exemption, deduction, and credit applied to the record.

3. ABTAXSUPP
   a. Additional data points that are reflected on the excel abstract template but are not captured via the TAX DATA and ADJMENTS files; examples of items included are statement processing charges and 10% penalty on prior year’s taxes.

4. ABCERTRATE
   a. Certified tax rates from the county’s budget order issued by the DLGF.

5. TIFSUMM
   a. Inventory of TIF districts in a county, including the TIF district ID (as reported to TIF Management in Gateway) and the TIF district name in the county’s tax and billing system.

6. TIF TAX
   a. Similar to TAXDATA file, but (i) the TIFTAX is structured around the various TIF districts in a county and the parcels that are included within those TIF districts and (ii) the values reflected in the TIFTAX file represent the portion of an individual tax bill that would be apportioned to the redevelopment district unit of the applicable TIF district.

7. TIFTAXSUPP
   a. Similar to the ABTAXSUPP file; but (i) the TIFTAXSUPP file is structured around the various TIF districts in a county and the parcels that are included within those TIF districts and (ii) the values reflected in the TIFTAXSUPP file represent the portion of an individual tax bill that would be apportioned to the redevelopment district unit of the applicable TIF district.

It is the county’s responsibility to the upload all text files. After uploading all text files to Gateway Abstract, a diagnostics will be run by Gateway Abstract which either accepts or reject the files uploaded. If any files are rejected, it maybe because a portion of the text within the file was not in the correct format. Other common issues may consist of invalid parcel numbers, invalid TIF codes, and missing values. If any errors occur the county will need to work with their tax and billing vendor and AOS via localgovernment@auditor.in.gov to correct upload errors.

Correctly uploading text files to Gateway Abstract is the most critical step in submitting the abstract via Gateway Abstract. This manual assumes the county’s text files have been created. If assistance is needed to create the county’s text files, please contact the county’s tax and billing vendor.
**Step One - Select File Upload:** From the “Welcome to Gateway Abstract” screen, there is a section titled “Data”. Click on “File Upload”.

**Step Two - Upload Files:** From the “File Upload” screen, select the browse button. After selecting the browse button, a prompt will display allowing you to choose the file to upload.

From the prompt screen, navigate to the directory where the county’s text files are saved. Select the text file and select “Open”. After selecting files, press “Upload”. This will need to be completed for each file.

**Step Three - Run Calculations:** Once all seven files have been uploaded the county can run calculations by pressing “Run Calculations for Upload”. If all calculations were successful, the county should see a green box and completed status next to the box.
If the county sees a red box that means there was an upload error and the particular text file did not pass the diagnostics check within the Gateway Application. The county will need to work with the county’s tax and billing vendor to correct the error.
DATA VALIDATION AND ANALYSIS

Gateway Abstract is built into five different sections, each section contains different reports pertaining to the individual sections. The different sections are: “AV Summary”, “Rate and Levy Summary”, “Total Taxes Summary”, “TIF Summary, and District Summary”.

After successfully uploading text files and running calculations, all schedules and data points in the various abstract sections will be populated. Prior to completing the County Review section, it is critical that the county examines each abstract section to analyze and validate the data. All information uploaded into Gateway Abstract should reflect the data in the county’s tax and billing system. Any changes made to tax parcels within the tax and billing system post file upload will require new files to be generated and uploaded to ensure the Gateway Abstract coincides with the county’s tax and billing software and to ensure accuracy in settlement.

The main page for each of the sections is a summary page of the data that was uploaded. The sections are also broken into subsections that are used to present the detail of the information contained in each summary page. The county can navigate to the abstract sections by viewing the left side of the screen, under “Abstract Sections”

AV SUMMARY

The Assessed Value (AV) Summary is used to calculate the TIF adjusted NAV for each taxing district located in the county. The TIF Adjusted NAV is calculated as the taxing
districts Gross AV less total adjustments less TIF AV for the taxing district. For detail on the adjustments included on this screen, the county can navigate to the “Adjustment Summary” and the “Adjustment Detail”. The “AV Summary” section of Gateway Abstract is broken out into six subsections:

1. AV Summary
2. Gross AV
   a. Subsection: Gross AV Detail
3. Adjustment Summary
   a. Subsection: Adjustment Detail
4. Net AV Totals
5. TIF AV Summary
6. District Detail Net AV

**Navigation to AV Summary:**

In order to view the “AV Summary” section, the county must first be logged into Gateway Abstract. From any screen within Gateway Abstract, the county can click on the “AV Summary” button on the left side of the screen. The example below assumes the county navigating from the home page.
**Gross AV Summary:**

The Gross AV Summary is a summary of the gross assessed value (GAV) for all taxing districts in the county. The Gross AV Summary contains the GAV for all 1%, 2%, 3%, and total GAV for each taxing district.

<table>
<thead>
<tr>
<th>Tax District Code</th>
<th>Tax District Name</th>
<th>Gross AV 1%</th>
<th>Gross AV 2%</th>
<th>Gross AV 3%</th>
<th>District Gross AV - Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>NORTH BLUE CREEK TOWNSHIP</td>
<td>$37,625,300</td>
<td>$23,444,900</td>
<td>$17,001,670</td>
<td>$78,071,870</td>
</tr>
<tr>
<td>002</td>
<td>SOUTH BLUE CREEK TOWNSHIP</td>
<td>$4,811,900</td>
<td>$5,410,300</td>
<td>$2,954,260</td>
<td>$13,176,660</td>
</tr>
<tr>
<td>003</td>
<td>NORTH FRENCH TOWNSHIP</td>
<td>$38,421,100</td>
<td>$22,253,600</td>
<td>$17,302,710</td>
<td>$77,977,410</td>
</tr>
</tbody>
</table>

**Gross AV Detail:**

The “Gross AV Detail” is additional detail for the values that were used in each Gross AV category. From the “Gross AV Detail” screen, the county can click on the “Select Category Detail” to navigate through the different AV types. Below, the county can see an example of the 1% Gross AV Detail.

<table>
<thead>
<tr>
<th>Tax District Code</th>
<th>Tax District Name</th>
<th>Land AV - 1%</th>
<th>Improvement AV - 1%</th>
<th>Gross AV - 1%</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>NORTH BLUE CREEK TOWNSHIP</td>
<td>$4,942,000</td>
<td>$32,682,500</td>
<td>$37,625,300</td>
</tr>
<tr>
<td>002</td>
<td>SOUTH BLUE CREEK TOWNSHIP</td>
<td>$668,400</td>
<td>$4,143,500</td>
<td>$4,811,900</td>
</tr>
<tr>
<td>003</td>
<td>NORTH FRENCH TOWNSHIP</td>
<td>$4,246,500</td>
<td>$34,174,200</td>
<td>$38,421,100</td>
</tr>
</tbody>
</table>

**Adjustment Summary:**

The “Adjustment Summary” is a summary of all the adjustments in the county by taxing districts. The “Adjustment Summary” contains the total adjustments for all 1% AV, 2% AV, 3% AV, and total adjustments for each taxing district.

In Gateway Abstract the term adjustment is referring to deductions and exemptions of assessed value.
Adjustment Summary

Adjustment Detail:

The “Adjustment Detail” provides additional deduction and exemption detail for values used in each adjustment category from the “Adjustment Summary”. From the Adjustment Detail screen, the county can click on the “Select Category Detail” to navigate through the different AV types. Below, the county can see an example of the 1% Gross AV Detail.

Adjustments - 1% Detail

Net AV Summary:

The “Net AV Summary” is a summary of the NAV for all taxing districts in the county. The “Net AV Summary” contains the NAV for all 1%, 2%, 3%, total net AV (real), total net AV (personal), and total net AV for the each taxing district.

Net AV Totals
**TIF AV Summary:**

The “TIF AV Summary” is a summary of the TIF AV for all taxing districts in the county. The “TIF AV Summary” also details the TIF AV by real property, personal property, and total TIF AV. Any taxing districts without values do not have TIF AV.

<table>
<thead>
<tr>
<th>Tax District Code</th>
<th>Tax District Name</th>
<th>Real TIF AV</th>
<th>Personal TIF AV</th>
<th>Total TIF AV</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>NORTH BLUE CREEK TOWNSHIP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>SOUTH BLUE CREEK TOWNSHIP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>NORTH FRENCH TOWNSHIP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>SOUTH FRENCH TOWNSHIP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>005</td>
<td>HARTFORD TOWNSHIP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>006</td>
<td>JEFFERSON TOWNSHIP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>007</td>
<td>KIRKLAND TOWNSHIP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>008</td>
<td>NORTH MONROE TOWNSHIP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>009</td>
<td>SOUTH MONROE TOWNSHIP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>BERNE CITY - MONROE TOWNSHIP</td>
<td>$6,560,701</td>
<td>$32,715,400</td>
<td>$39,276,101</td>
</tr>
</tbody>
</table>

**District Detail Net AV:**

The “District Detail Net AV” provides detailed summary of all AV information for each individual taxing district in the county. “District Detail” Net AV allows the county to view taxing district information by using the Select District drop down.

**RATE AND LEVY SUMMARY**

“Rate and Levy Summary” is the section of Gateway Abstract that is dedicated to tax rates and levies within the county.

The “Rate and Levy Summary” section of Gateway Abstract is broken into three subsections:

1. Rate and Levy Summary
2. Detail by District
3. Detail by Unit/Fund
**Navigation to Rate and Levy Summary:**

In order to view the “Rate and Levy Summary” section, the county must first be logged into Gateway Abstract. From any screen within Gateway Abstract, the county can click on the “Rate and Levy Summary” button on the left side of the screen. The example below assumes the county is navigating from the home page.

**Rate and Levy Summary:**

The “Rate and Levy Summary” is used to calculate the total levy for each taxing district located in the county. The total levy is calculated as TIF adjusted net AV divided by 100 times the total distract rate less TIF exempt levy. The TIF exempt levy represents any funds that are exempt from TIF. Normally they would be either referendum funds or special fire district funds. If the taxing district has a reduced phase-in adjusted rate, the phase-in adjusted rate is used in place of the total district rate.

**Levy = (Rate x Net AV)**
**Detail by District:**

The “Detail by District” shows the calculation for the total levy by each fund in a taxing district. The “Select District Drop Down” allows users to navigate to different taxing districts.

![Rate and Levy Summary by District](image)

**Rate and Levy Summary by District**

| District TIF Adjusted Net AV: $1,052,703,177 |
| District TIF AV: $8,820,280 |
| District Phase In: |
| District Total Levy: $18,228,357 |
| District Fund Levy = (Fund Rate) X (District Net AV) |

1 - 0000 - ALLEN COUNTY

<table>
<thead>
<tr>
<th>Fund</th>
<th>Rate</th>
<th>Phase-In Adjusted Rate</th>
<th>Standard Levy</th>
<th>TIF Exempt</th>
<th>TIF Levy</th>
<th>Total Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td>0111 - GENERAL</td>
<td>0.4609</td>
<td>0.4609</td>
<td>$4,651,909</td>
<td>$4,651,909</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0124 - REASSESSMENT</td>
<td>0.0000</td>
<td>0.0000</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0129 - BOND 1-2</td>
<td>0.0215</td>
<td>0.0215</td>
<td>$226,311</td>
<td>$226,311</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0702 - HIGHWAY</td>
<td>0.0000</td>
<td>0.0000</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0704 - LOCAL ROAD &amp; STREET</td>
<td>0.0000</td>
<td>0.0000</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0724 - COUNTY MAJOR BRIDGE</td>
<td>0.0128</td>
<td>0.0128</td>
<td>$335,799</td>
<td>$335,799</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0801 - HEALTH</td>
<td>0.0183</td>
<td>0.0183</td>
<td>$192,645</td>
<td>$192,645</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2301 - CUMULATIVE CAPITAL DEVELOPMENT</td>
<td>0.0195</td>
<td>0.0195</td>
<td>$205,277</td>
<td>$205,277</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8210 - SPECIAL SOLID WASTE MANAGEMENT</td>
<td>0.0000</td>
<td>0.0000</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unit District Total Rate: $8,337.00 + $8,377.00 = $16,714.00

**Detail by Unit and Fund:**

The “Detail by Unit and Fund” shows the calculation for the total levy by each fund. The table allows users to utilize two separate drop downs to select a taxing unit and a fund. The table then calculates the total levy for the selected fund. If the fund spans across multiple taxing districts, it shows the breakdown of the fund by taxing district.

![Rate and Levy Summary by Unit and Fund](image)

**Rate and Levy Summary by Unit and Fund**

| 2 - 0001 - ABOITE TOWNSHIP - 0061 - RAINY DAY |
| Rate: 0 |
| TIF Exempt: no |

District Fund Levy = (District TIF Adjusted Net AV) x (Fund Rate)

<table>
<thead>
<tr>
<th>Tax District Code</th>
<th>Tax District Name</th>
<th>Phase-In Adjusted Rate</th>
<th>TIF Adjusted Net AV</th>
<th>Standard Levy</th>
<th>TIF AV</th>
<th>TIF Exempt Levy</th>
<th>Total Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td>038</td>
<td>ABOITE TOWNSHIP</td>
<td>0.0000</td>
<td>$1,052,703,177</td>
<td>$0</td>
<td>$6,820,280</td>
<td>$0</td>
<td>$6,820,280</td>
</tr>
<tr>
<td>075</td>
<td>FORT WAYNE ABOITE TWP</td>
<td>0.0000</td>
<td>$1,473,623,571</td>
<td>$0</td>
<td>$7,834,379</td>
<td>$0</td>
<td>$7,834,379</td>
</tr>
</tbody>
</table>

Total | $2,490,326,648 | $0 | $16,684,659 | $0 | $16,684,659 |

End of Document
TOTAL TAXES SUMMARY

“Total Taxes Summary” is the section of Gateway Abstract that is dedicated to the calculation of total taxes within the county.

The “Total Taxes Summary” section of Gateway Abstract is broken into four subsections:

1. Total Taxes Summary
2. Credits Detail
3. Penalties and Interest Detail
4. District Total Tax Detail

Navigation to Total Taxes Summary:

In order to view the “Total Taxes Summary” section, the county must first be logged into Gateway Abstract. From any screen within Gateway Abstract, the county can click on the “Total Taxes Summary” button on the left side of the screen. The example below assumes the county navigating from the home page.

Total Taxes Summary:

The “Total Taxes Summary” is used to calculate the total taxes for each taxing district located in the county. Total taxes are calculated as each taxing districts total levy, less total credits, plus the sum of (ii) statement processing charges, and (iii) total delinquent taxes, penalties, and interest.
Total Taxes Summary

Credits Detail:
The “Credits Detail” is the detail of the total credits, by credit type, received by each taxing district in the county.

Penalties and Interest Detail:
The “Penalties and Interest Detail” is the detail, by taxing district, of all delinquent tax, penalties and interest, and late assessment penalties.
**District Total Tax Detail:**

The “District Total Tax Detail” provides detail for the calculation of total taxes for each taxing district. The “District Total Tax Detail” contains a listing of the total levy, all credits, statement processing charges, and penalties and interest. It also contains a drop down box where the county can select the taxing district. The screen shot below only shows a portion of the data contained on the page.

**TIF SUMMARY**

“TIF Summary” section of Gateway Abstract is dedicated to summarizing TIF data in the county.

The “TIF Summary” section of Gateway Abstract is broken into three subsections:

1. TIF Summary
2. TIF Summary by Tax Districts
3. Districts Summary by TIF

**Navigation to TIF Summary:**

In order to view the “TIF Summary” section, the county must first be logged into Gateway Abstract. From any screen within Gateway Abstract, the county can click on the
“TIF Summary” button on the left side of the screen. The example below assumes the county navigating from the home page.

**TIF Summary**

The “TIF Summary” is used to summarize TIF information in the county. All TIFs are listed by their individual TIF Code. The “TIF Summary” also includes: (i) TIF district name, (ii) parcel count, (iii) TIF AV – real property, (iv) TIF AV – personal property, (v) TIF AV – total, (vi) Levy captured by TIF district and (vii) gross tax apportioned to TIF district.

<table>
<thead>
<tr>
<th>TIF District Code</th>
<th>TIF District Name</th>
<th>Parcel Count</th>
<th>TIF AV - Real Property</th>
<th>TIF AV - Personal Property</th>
<th>TIF AV - Total</th>
<th>Levy Captured by TIF District</th>
<th>Gross Tax Apportioned to TIF District</th>
</tr>
</thead>
<tbody>
<tr>
<td>T02001</td>
<td>Lincoln Industrial Park</td>
<td>93</td>
<td>$8,906,500</td>
<td>$8,906,500</td>
<td></td>
<td>$143,943</td>
<td>$154,495</td>
</tr>
<tr>
<td>T02002</td>
<td>New Haven I-469/Downtown</td>
<td>243</td>
<td>$17,754,240</td>
<td>$17,754,240</td>
<td></td>
<td>$562,065</td>
<td>$562,065</td>
</tr>
<tr>
<td>T02003</td>
<td>New Haven Adams Ctr EDA</td>
<td>27</td>
<td>$360,550</td>
<td>$360,550</td>
<td></td>
<td>$11,522</td>
<td>$11,522</td>
</tr>
</tbody>
</table>
**TIF Summary by Tax Districts:**

The “TIF Summary by Tax Districts” contains summary data for each TIF in the county. For each TIF, the calculation of levy captured by TIF district is broken down by taxing district. The levy captured by TIF district is calculated as \((i) \text{TIF AV} - \text{total divided by 100 times (ii) adjusted tax district rate.}\) The levy calculated for TIF districts represents the estimated revenues to be received by the TIF district, assuming 100% collections.

The “TIF summary by Tax Districts” also calculates the gross tax apportioned to TIF district. The gross tax apportioned to TIF district does not represent the estimated revenues to be received by the TIF district. It represents the estimated levy prior to reducing the levy by any post 2009 referendum or fire district funds.

**TIF District: T02001 - Lincoln Industrial Park**

<table>
<thead>
<tr>
<th>Tax District Code</th>
<th>Tax District Name</th>
<th>TIF AV - Real Property</th>
<th>TIF AV - Personal Property</th>
<th>TIF AV - Total</th>
<th>Tax District Rate</th>
<th>Post-2009 Exempt Referendum Operating Fund Rate (00%)</th>
<th>Post-2009 Exempt Referendum Capital Fund Rate (020%)</th>
<th>Fire District Fund Rate</th>
<th>Adjusted Tax District Rate</th>
<th>Levy Captured by TIF District</th>
<th>Gross Tax Apportioned to TIF District</th>
</tr>
</thead>
<tbody>
<tr>
<td>038</td>
<td>AROITE TOWNSHIP, (11)</td>
<td>$8,820,289</td>
<td>$8,820,289</td>
<td>1.7306</td>
<td>0.1165</td>
<td>1.6141</td>
<td>$142,368</td>
<td>1.1666</td>
<td>1.7684</td>
<td>$1,525</td>
<td>$152,644</td>
</tr>
<tr>
<td>068</td>
<td>WAYNE TOWNSHIP-TRANS, (10)</td>
<td>$85,220</td>
<td>$85,220</td>
<td>2.1471</td>
<td>0.2121</td>
<td>0.1666</td>
<td>1.7684</td>
<td>1.7684</td>
<td>1.7684</td>
<td>$1,851</td>
<td>$185,495</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>$8,905,500</strong></td>
<td><strong>$8,905,500</strong></td>
<td><strong>1.7306</strong></td>
<td><strong>0.1165</strong></td>
<td><strong>1.6141</strong></td>
<td><strong>$143,893</strong></td>
<td><strong>1.1666</strong></td>
<td><strong>1.7684</strong></td>
<td><strong>$1,525</strong></td>
<td><strong>$154,495</strong></td>
</tr>
</tbody>
</table>

**District Summary by TIF:**

The “District Summary by TIF” contains all the same information as the “TIF Summary by Tax District”, however instead of detailing information by individual taxing district, all information is summarized by TIF district.
**District Summary**

“District Summary” is the section of Gateway Abstract that is dedicated to summarizing all data in Gateway Abstract.

Unlike the other sections of Gateway Abstract, the district summary is not broken out into any additional subsections. This section does however, contain a drop down that allows users to navigate through the different taxing districts within the county.

**Navigation to District Summary:**

In order to view the “District Summary” section, the county must first be logged into Gateway Abstract. From any screen within Gateway Abstract, the county can click on the “District Summary” button on the left side of the screen. The example below assumes the county navigating from the home page.
District Summary:

The “District Summary” summarizes all data uploaded for each district. The drop down allows the county to navigate to each district in the county. At the bottom of the screen a summary also summarizes TIF districts in the taxing district. It is important to remember that this section summarizes information by taxing district, so TIF information shown may not be for the entire TIF district.
### District Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross AV</td>
<td>$1,610,092,894</td>
</tr>
<tr>
<td>Adjustments</td>
<td>$548,669,437</td>
</tr>
<tr>
<td>Net AV</td>
<td>$1,061,423,457</td>
</tr>
<tr>
<td>TIF AV</td>
<td>$8,820,280</td>
</tr>
<tr>
<td>TIF Adjusted Net AV</td>
<td>$1,082,703,177</td>
</tr>
<tr>
<td>Rate</td>
<td>1.7306</td>
</tr>
<tr>
<td>Levy</td>
<td>$18,218,081</td>
</tr>
<tr>
<td>Credits</td>
<td>$1,636,200.86</td>
</tr>
<tr>
<td>Statement Processing Charges</td>
<td>$44.36</td>
</tr>
<tr>
<td>Total Delinquent Taxes Penalties and Interest</td>
<td>$401,185.17</td>
</tr>
<tr>
<td>Total Taxes</td>
<td>$16,953,385.48</td>
</tr>
</tbody>
</table>

### TIF Summary:

<table>
<thead>
<tr>
<th>TIF District Code</th>
<th>TIF District Name</th>
<th>TIF AV - Real Property</th>
<th>TIF AV - Personal Property</th>
<th>TIF AV - Total</th>
<th>Tax District</th>
<th>Post 2009 Exempt Referendum Operating Fund Rate (3%)</th>
<th>Post 2009 Exempt Referendum Capital Fund Rate (5%)</th>
<th>NHS District Fund Rate</th>
<th>Adjusted Tax District Rate</th>
<th>Net Taxes Captured by TIF District</th>
<th>Gross Tax Appropriation to TIF District</th>
</tr>
</thead>
<tbody>
<tr>
<td>T00001</td>
<td>Lincoln Industrial Park</td>
<td>$8,820,280</td>
<td>$0</td>
<td>$8,820,280</td>
<td>0.1105</td>
<td>0.0400</td>
<td>0.0300</td>
<td>1.0000</td>
<td>1.0000</td>
<td>$142,360</td>
<td>$152,644</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$8,820,280</td>
<td>$0</td>
<td>$8,820,280</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$142,360</td>
<td>$152,644</td>
</tr>
</tbody>
</table>
REVIEW SECTION

The “County Review” section will need to be completed once all files have successfully uploaded. This section provides an automated review based on ratios comparing the current year’s Gateway Abstract submission to the current year CNAV reported on Gateway. The ratios used in the review section are as follows:

1. Increase or decrease in taxing district all property CNAV by 10%
2. Increase or decrease in taxing district real property CNAV by 10%
3. Increase or decrease in taxing district personal property CNAV by 10%
4. Increase or decrease in taxing district CNAV by 10% (This is by property type, 1%, 2%, 3%, and personal property)
5. Increase or Decrease in TIF district real property CNAV by 10%
6. Increase or Decrease in TIF district personal property CNAV by 10%

Responses to all review questions will be analyzed by AOS. Responses need to be complete and as detailed as possible. AOS may request additional information if necessary.

The “County Review - Overview and Signature” subsection breaks each abstract section into easy to navigate links to assist with the county’s review. In order to complete the “Review Section”, please follow each step listed below:

**Step One - Navigate to County Review Section:** On the left side of the screen under “Review”, select County Review.

**Step Two - Complete Review Questions:** If the text files uploaded to Gateway Abstract exceed the anticipated thresholds for the data, a review question will be automatically presented. These questions are very similar to questions the county received in prior years.

Please enter a response for each question, and then select “Enter Response”. A green text box indicates Gateway Abstract accepts the county’s response, and red text box indicates an answer is still needed. Please remember an accepted answer from Gateway is still
subject to AOS analysis. AOS anticipates detailed and complete responses. Abstracts may not be submitted until all review questions are answered.

ABSTRACT SUBMISSION

After completing the “County Review” section the county will now need to do a final review and submit the abstract using the county’s digital signature.

Step One - Navigate to Overview & Signature Section: On the left side of the screen under “Review”, select “Overview & Signature Review”.

Step Two - Verify all Sections are Green: The “Overview & Signature” section is used as a final review section for all data uploaded to Gateway Abstract. The Overview is broken into the five gateway sections (i) NAV, (ii) tax rates and levies, (iii) total taxes, (iv) TIF, and (v) taxing district summaries. If the box for each section is green, that means all text files were properly uploaded and review questions have been answered. A red box indicates that either the upload was not completed, or there are review questions which have not been answered. This check needs to be completed for each review section.
Passes all Items

Does not Pass all Items

Step Three - Review all Links: Each section also contains links to all summaries pertaining to that section. AOS highly recommends clicking on each link to verify the data agrees with the county’s tax and billing system. This needs to be completed for each review section.
Step Four - **Click Confirmation Box:** If the section passes review, click the box to confirm the accuracy of the data. This needs to be completed for each review section.

Step Five - **Form Signature:** Complete the “Form Signature” box by checking the box, entering your name, title, and signature/pin. If you do not know the county’s signature/pin, please contact the DLGF at gateway@dlgf.in.gov.
AUDITOR OF STATE REVIEW AND APPROVAL

Within twenty-four hours of submitting the abstract, a member of the AOS will contact the county confirming receipt of the submission. If the county does not receive an email confirmation, please contact localgovernment@auditor.in.gov.

AOS will complete a review of the county’s submission. A member of the AOS staff will reach out to the county directly with any follow up questions regarding the county’s data or responses recorded in the review section.

Once all outstanding questions have been resolved, AOS will email county auditors notifying them that their abstract has been approved.

CIRCUIT BREAKER ADJUSTED ABSTRACT

The 2018 pay 2019 circuit breaker adjusted distributions will be calculated as a function of Gateway Abstract. After AOS gives the final approval of the county’s abstract, an additional calculation, will produce a text file containing the circuit breaker adjusted distribution rates for the county. This text file will need to be uploaded to the county’s tax and billing system prior to June settlement. If the county needs any assistance on uploading the files, please contact the county’s tax and billing vendor.
APPENDIX A
GLOSSARY OF GATEWAY ABSTRACT TERMS

GENERAL TERMS

The following terms are used within all sections of Gateway Abstract. For questions or definitions on any terms not included in this glossary, please email localgovernment@auditor.in.gov.

**Tax District Code:** Two digit code assigned by the Department of Local Government for each taxing district.

**Tax District Name:** Official name used for each taxing district.

AV SUMMARY

The following terms are used primarily in the “AV Summary” Section of Gateway Abstract.

**Gross AV:** The assessed value (AV) calculated for a taxing district prior to any adjustments.

**Gross AV 1%:** Gross AV for a taxing district for all property whose homestead is eligible for a credit under IC 6-1.1-20.6-7.5 that limits the taxpayer's property tax liability for the property to one percent (1%). See Abstract Section AV Summary → Gross AV Detail (1% category detail) for additional detail.

**Gross AV 2%:** Gross AV for a taxing district for residential property, long term care property, agricultural land, mobile home land, and other tangible property (if any) eligible for a credit under IC 6-1.1-20.6-7.5 that limits the taxpayer's property tax liability for the property to two percent (2%). See Abstract Section AV Summary → Gross AV Detail (2% category detail) for additional detail.

**Gross AV 3%:** Gross AV for a taxing district for nonresidential real property, personal property, and other tangible property (if any) eligible for a credit under IC 6-1.1-20.6-7.5 that limits the taxpayer's property tax liability for the property to three percent (3%). See Abstract Section AV Summary → Gross AV Detail (3% category detail) for additional detail.

**Adjustments:** Total deductions and exemptions to the gross assessed value for each taxing district. For listings of the different adjustment types please go to Abstract Section AV Summary → Adjustment Summary → Adjustment Detail.
Net AV 1%: NAV for a taxing district for all property whose homestead is eligible for a credit under IC 6-1.1-20.6-7.5 that limits the taxpayer's property tax liability for the property to one percent (1%). See Abstract Section AV Summary → Gross AV Detail (1% category detail) for additional detail.

Net AV 2%: NAV for a taxing district for residential property, long term care property, agricultural land, mobile home land, and other tangible property (if any) eligible for a credit under IC 6-1.1-20.6-7.5 that limits the taxpayer's property tax liability for the property to two percent (2%). See Abstract Section AV Summary → Gross AV Detail (2% category detail) for additional detail.

Net AV 3%: NAV for a taxing district for nonresidential real property, personal property, and other tangible property (if any) eligible for a credit under IC 6-1.1-20.6-7.5 that limits the taxpayer's property tax liability for the property to three percent (3%). See Abstract Section AV Summary → Gross AV Detail (3% category detail) for additional detail.

Net AV: The AV calculated for a taxing district after any adjustments. Net AV includes TIF AV.

TIF AV: The AV in a taxing district allocated to be used for tax incremental financing.

TIF Adjusted Net AV: The AV calculated for a taxing district less (i) any adjustments and (ii) TIF AV.

RATE AND LEVY SUMMARY

The following terms are used primarily in the “Rate and Levy Summary” section of Gateway Abstract.

Total District Rate: Represents the DLGF certified tax rate for the taxing district.

Phase-In Adjusted Tax Rate: Tax rate used for the calculation of property tax levies. phase-in adjusted tax rate is calculated as the DLGF certified tax rate less any tax rates abatements due to annexation or MTE (municipal tax exemption).

Standard Levy: Calculated as the TIF adjusted NAV divided by 100 times the phase-in adjusted tax rate. The standard levy represents the certified property tax levy, net of referendum for the given taxing district.

TIF Exempt Levy: Calculated as the TIF divided by 100 times the phase-in adjusted tax rate. The TIF exempt levy represents the certified property tax levy for any referendum fund that is exempt from TIF for the given taxing district.

Total Levy: Represents the certified property tax levy for the taxing district. Total levy is calculated by adding the standard and the TIF exempt levy.
TOTAL TAXES SUMMARY

The following terms are used primarily in the “Total Taxes Summary” section of Gateway Abstract.

**Total Levy**: Calculated as the standard levy plus TIF exempt levy for the taxing district. The standard levy and TIF exempt levy can be found in the “Rate and Levy Summary” section of Gateway Abstract.

**Total Credits**: Summary of total credits applied to tax bills for the taxing district. Detail of the credits can be found by selecting Abstract Section Total Taxes Summary → Credits Detail.

**Total Delinquent Taxes, Penalties, and Interest**: Summary of total delinquent taxes, penalties, and interest applied to tax bills for the taxing district. Detail can be found by selecting Abstract Section Total Taxes Summary → Penalties and Interest Detail.

**Total Taxes**: Calculated as total levy – credits + statement processing charges + penalties and interest. Detail can be found by selecting Abstract Section Total Taxes Summary → District Total Tax Detail.

TIF SUMMARY

The following terms are used primarily in the “TIF Summary” section of Gateway Abstract.

**TIF District Code**: The code is as follows: T, county number, and a three digit code assigned to each TIF by the county auditor. For example, Adams County has a TIF district where the county auditor assigned a three digit code of 001. The TIF district code for the TIF district would be T01001.

**TIF District Name**: Name assigned to the TIF district by the redevelopment commission creating the area. The name of the district can usually be found in the declaratory resolution of the TIF district.

**Parcel Count**: Total number of parcels in the TIF district.

**TIF AV**: The AV in a taxing district allocated to be used for tax incremental financing (TIF); Gateway Abstract further details TIF AV by (i) real property, (ii) personal property, and (iii) TIF AV- Total (real plus personal).

DISTRICT SUMMARY

All terms in the “District Summary” section of Gateway Abstract are defined in the other sections of this glossary.