

Elise M. Nieshalla, Indiana State Comptroller

Indiana Statehouse, Room 240
200 W. Washington Street
Indianapolis, IN 46204

www.in.gov/comptroller
(317) 232-3300



MEMORANDUM

TO: County Auditors

FROM: Jane Cope, Settlement Specialist

DATE: May 16, 2025

SUBJECT: Spring Settlement Forms, Submission and Review

Spring settlement remittances are due to the Office of State Comptroller by Monday, June 30. Please refer to the following guidance to best help you prepare for the review and submission process of settlement.

Forms and Submission: The State Comptroller's Office has released the 2025 spring settlement forms, which can be found on the office website [here](#).

- As a reminder, the State Comptroller FTP site will no longer be used in the settlement process.
- Once all forms are completed, they will need to be submitted to the Comptroller's Office by email at localgovernment@comptroller.in.gov.

Review and Preapproval: The review of your settlement by the Comptroller's Office is designed around the settlement checklist. Offices are strongly encouraged to complete the checklist and make any necessary corrections prior to submitting the forms for review. Once all settlement forms have been emailed to the Comptroller's Office at localgovernment@comptroller.in.gov, you will receive an email notification within one business day stating your settlement has been received.

The Comptroller's Office may contact you during review for clarification and questions regarding your settlement.

- Once the review is complete, the Comptroller's Office will send a pre-approval email for your settlement.
- Once pre-approved, you may distribute settlement funds to all taxing units within your county. You do not have to wait for final approval to distribute settlement funds.

Final Approval: In addition to the local distribution of taxes collected, there are several remittances that must be made to the State via the Comptroller's Office to complete the settlement cycle. To receive final approval of settlement, the following remittances must be provided:

- Excise Tax due to the State as reported on the Excise Allocation Worksheet.
- Section C: Fines and Fees reported on the Settlement Form 105.
- Fines and Forfeitures were due May 1.
- One-half of the annual Judges' Supplemental Payments were due May 1.

The State portion of Excise and Section C amounts must be remitted before June 30, 2025.

The Comptroller's Office is at your service if you have any questions, please call Jane Cope at 317-233-1712 or email localgovernment@comptroller.in.gov.