
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

TO: County Assessors and Property Tax Assessment Boards of Appeals

FROM: Scott Maitland, Director of Information Systems

DATE: March 1, 2022

RE: PTABOA Annual Report Application

The Department of Local Government Finance (“Department”) has updated its Gateway Property Tax Assessment Board of Appeals (“PTABOA”) Annual Report application to allow for the submission of information pertaining to property appeals activity for the 2021 calendar year as required by Ind. Code § 6-1.1-28-12.

Users will submit the PTABOA Annual Report application in [Gateway](#). After logging in, users should click on the link titled “Assessor Reports”. Users will then select their county and choose “PTABOA Report.”

The contents of the PTABOA Annual Report are outlined in Ind. Code § 6-1.1-28-12.

Ind. Code § 6-1.1-28-12

Sec. 12. ...

- (c) The report required by subsection (b) must include the following information:
- (1) The total number of notices filed with the county PTABOA.
 - (2) The notices, either filed or pending during the year, that were resolved during the year by a preliminary informal meeting under IC 6-1.1-15-1.2.
 - (3) The notices, either filed or pending during the year, in which a hearing was conducted during the year by the county PTABOA under IC 6-1.1-15-1.2.
 - (4) The number of written decisions issued during the year by the county PTABOA under IC 6-1.1-15-1.2(j).
 - (5) The number of notices pending with the county PTABOA on December 31 of the reporting year.
 - (6) The number of appeals resolved through a preliminary informal meeting under IC 6-1.1-15-1.2 that were:
 - (A) resolved in favor of the taxpayer;
 - (B) resolved in favor of the assessor; or
 - (C) resolved in some other manner.
 - (7) The number of appeals resolved through a written decision issued during the year by the county PTABOA under IC 6-1.1-15-1.2(j) that were:
 - (A) resolved in favor of the taxpayer;
 - (B) resolved in favor of the assessor; or

(C) resolved in some other manner.

Assessors will provide data that identifies the number of appeals filed, the number of hearings conducted, the number of decisions issued, the number of appeals resolved through a preliminary information meeting, the appeals outstanding, and how appeals were resolved, among other items. The report must be filed annually before April 1. The report due before **April 1, 2022**, covers activities for the calendar year 2021.

A user guide is available on the [Department's website](#).

For questions concerning this memorandum, please contact the Gateway support team at support@dlgf.in.gov or (317) 234-4480.