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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** County Auditors and Software Vendors  
**FROM:** Fred Van Dorp, Budget Division Director  
**SUBJECT:** Form 22 Data Submission Procedures  
**DATE:** October 28, 2022

The Department of Local Government Finance (“Department”) is issuing this memorandum to county auditors and software vendors to provide instructions for submission of Form 22 distribution data for December 2022 distributions. Submissions through Gateway’s Data Entry for CNAV and Form 22 (“DECAF”) application constitute the county’s official submission to the Department. Auditors are not required to mail paper copies or email Excel copies of Form 22 information to the Department. Additionally, counties are not required to send Form 22 materials to the State Board of Accounts. County auditors are required to send Form 22’s to local units in their respective counties that receive distributions.

Ind. Code § 5-14-3.8-9 requires all counties to complete this submission no later than January 15.

DECAF submissions will include the property tax, excise tax, financial institution tax, and commercial vehicle excise tax information. If applicable, the submission will also include the examination of records fees. County auditors may upload files containing distribution data. The files may be exported from all tax and billing systems. County auditors may also elect to enter Form 22 data manually for all distribution types directly into DECAF.

A user guide for DECAF’s Form 22 application is available on the [Department’s website](#).

Questions about the Gateway submission may be directed to the Department’s support team at [support@dlgf.in.gov](mailto:support@dlgf.in.gov) or may be directed to your [Budget Field Representative](#).