
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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Checklist for 2022 Sales Data Submission to the Department

Prior to submitting your 2022 sales disclosure data to the Department of Local Government Finance (“Department”), the Department recommends that the county assessors and county auditors take the following steps. Sales data submissions missing any of the items on the checklist will likely result in a delay of the Department’s ability to conduct a full review of and issue a compliant status for a county’s sales data.

- While reviewing and validating sales disclosure records that have been entered in the sales disclosure software system, the county assessor’s office should ensure that all records have at a minimum:
 - At least one buyer and one seller listed.
 - Valid dates for all date fields on the form. (e.g., sales, conveyance, transfer, and form received)
 - Valid sales price.
 - Valid parcel number(s) and state-assigned taxing district(s).
 - Valid property class code(s).
- Verify that Question No. 11 under the Assessor’s Section of the SDF – “Is form complete?” – is checked “Yes” and is entered as such in the sales disclosure software system.
- State Sales Disclosure Fee Revenue Reconciliation
 - If Question No. 12 under the assessor’s section of the SDF – “State sales fee required?” – is checked “Yes,” confirm with the county auditor’s office that the fee has been collected on that particular sales transaction.
 - The county auditor’s office should verify that they have completed the Fall 2022 Settlement process with the Auditor of State’s office and have remitted to the State any additional State sales disclosure fee revenue collected since the Spring 2022 settlement.
 - The county auditor’s office should email a copy of its sales disclosure fee fund report to the Department’s Data Inbox at data@dlgf.in.gov by **January 15, 2023**. The fund report should include a transaction log of State sales disclosure fees collected during the previous calendar year, including the amounts remitted to the State during the Spring 2022 and Fall 2022 settlement periods.

After completion of the items listed above, the county assessor should be ready to proceed with submitting the county’s 2022 sales disclosure data. Upon submission of the sales disclosure data, the county assessor’s office will also need to affirm that they have reviewed, validated, and uploaded all sales for each month in 2022. The Affirmation feature can be accessed via the same screen where the county assessor’s office uploads their sales data in the Gateway Sales Application site.

Sales Disclosure Data Submission Deadline: February 1, 2023.