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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** County Assessors, County Auditors, and Vendors

**FROM:** Josh Jacoboski, Director of Data Analysis

**SUBJECT:** 2023 Sales Disclosure Data Submission Process

**DATE:** December 18, 2023

The Department of Local Government Finance (“Department”) is issuing this memorandum as a reminder to county assessors about the 2023 sales disclosure data submission process. This is an informative memo only, and not a substitute for reading the law.

Per Ind. Code § 6-1.1-5.5-3, all completed sales disclosure records that have a conveyance date in the range of January 1, 2023, through December 31, 2023, must be submitted via the [Gateway Sales Application](#) no later than February 1, 2024. As a reminder, when uploading the sales data files to the Gateway Sales Application, the files must be in a .zip format prior to upload, and the .zip bundle must include all five data files: SALEDISC, SALECONTACT, SALEPARCEL, SDISCADDCI, and SDISCADDAR. The latter two data files pertain to the addendum forms that were released in conjunction with the revised sales disclosure form that went into effect at the beginning of 2021. Even if no changes have been made to a county’s sales disclosure forms via the addendum forms, these two data files must still be included in the .zip bundle.

In addition to submitting the 2023 sales disclosure data, county assessors will also need to affirm their sales data for each of the twelve months in the Gateway Sales Application no later than February 1, 2024. The affirmation process is a relatively new feature that was added with the launch of the Gateway Sales Application in 2021 and is intended as a verification that all the submitted sales for a particular month have been reviewed and validated by the county assessor’s office. To affirm the submitted sales data for a particular month, county assessors will simply need to do the following:

1. On the File Upload screen (in the Gateway Sales Application), click on the “Affirmation” button.
2. Under the Action column on the Affirmation screen, click on the “Edit” button for the applicable month.
3. Under the Affirmation column, checkmark the box for the applicable month.
4. Under the Action column, click on the “Save” button.

The affirmation process in the Gateway Sales Application replaces the requirement for the county assessors to email the Department’s Data Inbox to indicate that they have finished their review and submission of their sales data. A separate email notification is no longer necessary.

However, the Department will not start its compliance review process of a county's sales disclosure data until the county has affirmed *all* twelve months of their sales data in the Gateway Sales Application.

Please note that in order for a sales disclosure record to be included in the Department's data compliance review process, the No. 11 question ("Is form completed?") under Part 2 of the sales disclosure form must be checked "Yes."

In addition, county auditors are asked to provide a copy of their sales disclosure fee fund report. This is a fund report that shows the various transactions regarding the collection of the State Sales Disclosure Fee during the entire 2023 calendar year and should include the total amounts that were remitted to the State during the Spring and Fall 2023 settlement periods. The Department requests that county auditors submit their fund report to the Department's Data Inbox at [data@dlgf.in.gov](mailto:data@dlgf.in.gov) by January 15, 2024. This will prevent delays during the compliance review process.

For questions regarding the sales data submission and compliance review process, please contact the Department's Support Team at (317) 234-4480 or [Support@dlgf.in.gov](mailto:Support@dlgf.in.gov).