
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

BUDGET WORKSHOP UPLOAD AUTHORIZATION FORM

Name of Delegating Official (person giving rights): _____

Name of Unit: _____ County: _____

I, the undersigned Delegating Official, pursuant to the authority vested in me for the submission of information through the Gateway website on behalf of the Unit, hereby delegate to the Department of Local Government Finance (“Department”) the following authority for the limited purposes set forth below (“Delegation”):

1. The Department, by its agents, may upload into the Gateway Budget Application, the data provided to the Department during my scheduled workshop session related to the following:
 - Current Year Financial Worksheet
 - Form 2: Miscellaneous Revenue
 - Form 3: Notice to Taxpayers
 - Form 4B: Financial Statement (advertised column only)
2. This Delegation shall expire on October 15, 2024, or upon the Department’s receipt of my written revocation of the Delegation, whichever occurs first.

I acknowledge that this Delegation does not affect the Unit’s duties or responsibilities under the Indiana Code and that I remain responsible for the accuracy, completeness, timeliness, and submission of all information. I agree to hold the Department harmless for any liability as a result of any error in data uploaded or entered occurring during the upload process, or in any action undertaken by the Department connected with this Delegation. I hereby represent that I have the real and apparent authority to sign this Delegation.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2024.

(Signature of Delegating Official)

(Printed Name and Title of Delegating Official)

Upon signing, this form shall be submitted to the Department using the Gateway Budget application under “Submit Signed Form 4 and Other Documents”. Select the Budget Workshop Data option and name the file.