

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Auditors

FROM: Josh Jacoboski, Information Systems Director

DATE: February 7, 2025

SUBJECT: Gateway Abstract Application

The Department of Local Government Finance (“Department”) issues this memorandum, which applies to the annual preparation and submission of the abstract of the property, assessments, taxes, deductions, and exemptions for taxes payable (“Abstract”) in that year to the Department by county auditor pursuant to Ind. Code § 6-1.1-22-5. This memo supersedes all previous memoranda on the subject.

The statutory deadline to complete the Abstract submission, including all prerequisite steps and providing the Department with additional information requested documentation is **Saturday, March 15, 2025**. Additionally, the Abstract must be submitted, reviewed, and accepted by the State before the county will be authorized to generate and release their 2024 pay 2025 tax bills.

The submission procedures are largely unchanged from last year. Each county will again upload data from their tax and billing system into the [Gateway Abstract Application](#) for the Department to review.

Last year, the Department debuted new procedures for the Property Tax Relief (“PTR”) rate calculation for counties that are currently levying a Local Income Tax (“LIT”) for PTR. This process will work in the same manner for the current year, where instead of providing a spreadsheet to calculate the PTR rate, all data necessary for the calculation will be collected within the Gateway Abstract Application, and the application will calculate the PTR rate.

Any questions about the Abstract submission, review, or approval process or the status of a specific review should be routed directly to your [Budget Field Representative](#).