STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

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TO: County Assessors, County Auditors, and County Treasurers

CC: Software Vendors

FROM: Josh Jacoboski, Director of Data Analysis and Information Systems

RE: 50 IAC 26 Phase III Software Testing

DATE: April 21, 2025

The purpose of this memorandum is to provide further guidance on the Phase III local certification and validation round of 50 IAC 26 software testing.

Phase III local certification and validation testing involves each county submitting its proposed property tax management system to the Department of Local Government Finance ("Department") and the Department verifying that the county's proposed system meets the standards and requirements contained in 50 IAC 26.

To be considered for Phase III local certification, the individual assessment and tax and billing modules of a county's proposed system must have been certified under Phase I and Phase II testing. The Department will not consider any system for local certification at the county level that has not first completed the Phase I and Phase II certification process.

A member of the Department's Data Analysis Division will reach out to the county assessor and the county auditor to schedule a 30-minute virtual meeting. Once the meeting date and time have been established and confirmed by all parties, the county assessor's office and county auditor's office will each email the Department's Data Analysis Division at: data@dlgf.in.gov. The email must include a list of all applicable software systems with the corresponding information:

- Sales Disclosure: [Vendor Name, Software Name, and Version]
- Oil/Gas: [Vendor Name, Software Name, and Version]
- Personal Property: [Vendor Name, Software Name, and Version]
- CAMA: [Vendor Name, Software Name, and Version]]
- Tax & Billing: [Vendor Name, Software Name, and Version]

During the recorded virtual meeting, the county assessor will screenshare their screen to verify that each applicable Software Name and Version designated in the aforementioned list have been successfully installed on the local system. The county auditor will then repeat this process for the Tax & Billing software.

After the successful completion of the virtual demonstration, the Department will issue an official certification letter to the county, stating that the county's proposed system has been locally certified and validated.

All counties must have their systems locally certified and validated by no later than June 30, 2025.

If you have any questions regarding this information, please feel free to contact Josh Jacoboski at jjacoboski@dlgf.in.gov.