Visit Gateway at https://gateway.ifionline.org/login.aspx
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How do I get to the application screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units (“Gateway”), users will have a username and password that will allow access to the program. The username is the email address on file with the Department of Local Government Finance (“Department”). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user’s username and password. Users without a Gateway account may contact Support@dlgf.in.gov to register.


To access Gateway, open Firefox or Google Chrome and type https://gateway.ifionline.org/login.aspx into the browser, and then hit “Enter” on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.

Form 3 Overview

Form 3 - Notice to Taxpayers is used as the template for advertising your proposed budget information, as required by law. Form 3 contains three sections of information. First, it informs taxpayers of the time, date, and location of your public hearing and adoption meeting. Second, it lists out the Department provided Estimated Max Levy by levy type, and Property Tax Cap Credit Estimate. (These come prepopulated by the Department.) Third, it presents a summary of the proposed budget and levy, a comparison against last year’s levy, and any excess levy appeals as projected by the unit. All of this information is presented individually by the fund.

Form 3 must be submitted electronically through Gateway to fulfill your budget advertising requirements. (Schools still have additional advertising requirements.) IC 6-1.1-17-3 requires an online advertisement of the Notice to Taxpayers to be submitted at least 10 calendar days before the public hearing. Online advertisement will only be completed by submitting Form 3 from the Budget Form Menu in the Budget application of Gateway. Once submitted, notices will be available online at www.budgetnotices.in.gov or by calling (888) 739-9826.
Accessing Form 3

First, navigate to the Budget Form Menu by selecting your unit and then clicking “View Forms, Enter and Edit Budgets.”

Next, click on Form 3, and then select the “Click to edit form” link. This will load the form. Please be aware it may take a few seconds to load.
Ensuring that Form 3 is Generated Correctly

Similarly, to other forms that have an option to fill from other forms, Form 3 can pull certain information for the Department reviewed funds from Form 4B’s advertised column. Therefore, before submitting Form 3, it is very important that Form 1, Form 4A, and Form 4B advertised columns have been entered into Gateway for every fund. The adopted columns do not need to be completed prior to generating Form 3.
Entering Data Form 3

There are 3 sections to Form 3. The first section (hearing and adoption info) of Form 3 is completed by means of a pop-up box. The second section (estimated max levies and property tax cap credit estimate) is pre-populated by the Department. The third section (budget information) can be pulled in with a click of a button. The Current Tax Levy (column 5) will pre-populate.

IC 6-1.1-17-5 requires online advertisement of the notice to Taxpayers to be submitted at least 10 days before the public hearing. Online advertisement will be completed by submitting the Form 3 from the Budget Form Menu in Gateway. Once submitted, notices will be available online at www.budgetnotices.in.gov or by calling (888) 739-5526.

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**NOTICE TO TAXPAYERS**

Complete details of budget estimates by fund anchor department may be seen by visiting the office of the unit of government at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-5526.

Notice is hereby given to taxpayers of [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov). Indiana's budget is divided into sections, each containing different information.

1. **Fill in Hearing Info**
   - Date of Hearing Meeting
   - Date of Adoption Meeting
   - Time of Hearing Meeting: 12:00 AM
   - Time of Adoption Meeting: 12:00 AM
   - Public Hearing Place: [No Public Hearing Location Entered]
   - Adoption Meeting Place: [No Public Meeting Location Entered]

2. **Estimated Civil Max Levy**
   - Estimated Max Levy has not been populated by the Department's Max Levy Calculations. Please contact gateway@dfp.in.gov for more information.

3. **Ext. Print Forestry Max Levy**
   - Estimated Max Levy has not been populated by the Department's Max Levy Calculations. Please contact gateway@dfp.in.gov for more information.

4. **Ext. Transportation Max Levy**
   - Estimated Max Levy has not been populated by the Department's Max Levy Calculations. Please contact gateway@dfp.in.gov for more information.

5. **Ext. Bus Replacement Max Levy**
   - Estimated Max Levy has not been populated by the Department's Max Levy Calculations. Please contact gateway@dfp.in.gov for more information.

Special Notes:

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**Edit Special Notes**

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<table>
<thead>
<tr>
<th>1 Fund Name</th>
<th>2 Budget Estimate</th>
<th>3 Minimum Estimated Funds to Be Reattributed (Including appeals and losses caused from minimum levy limitations)</th>
<th>4 Excessive Levy Appeals (Included in Column 1)</th>
<th>5 Current Tax Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISC-GENERAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISC-COST SERVICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1st Section – Inserting the Hearing Information

The paragraph at the top of Form 3 will first show incomplete fields as red text. To populate these lines, click the button that says, “Fill in Hearing Info.”

This will bring up a pop-up box from which you will enter your unit’s information. Be sure to enter complete addresses including town. On your meeting dates, remember that unless you are a consolidated (1st class) or 2nd class city, they must be a minimum of 10 days apart. There is also a checkbox to indicate whether a unit’s territorial boundaries have changed since the prior year’s budget.
Once you have entered all the fields in the pop-up box, click “Update Record.” This will enter the information into the paragraph. If you wish to change any of the information, click “Fill in Hearing Info” again and change the necessary fields. Click “Update Record” and the changes will be made in the paragraph and the top of the budget chart.
2\textsuperscript{nd} Section – Estimated Max Levies and Property Tax Cap Credit Estimates

All of the information in this section will be filled in by the Department. These figures are based on the Department’s calculations and will be populated in this form before your Budget Workshop with your Department Budget Field Representative. You do not have the capability to alter the information in this section.

<table>
<thead>
<tr>
<th>Estimated Civil Max Levy</th>
<th>(Estimated Max Levy has not been populated by the Department's Max Levy Calculations. Please contact <a href="mailto:gateway@dgs.in.gov">gateway@dgs.in.gov</a> for more information.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Fire Max Levy</td>
<td>(Estimated Fire City Max Levy has not been populated by the Department's Max Levy Calculations. Please contact <a href="mailto:gateway@dgs.in.gov">gateway@dgs.in.gov</a> for more information.)</td>
</tr>
<tr>
<td>Est. Fire Territory Max Levy</td>
<td>(Estimated Fire Territory Max Levy has not been populated by the Department's Max Levy Calculations. Please contact <a href="mailto:gateway@dgs.in.gov">gateway@dgs.in.gov</a> for more information.)</td>
</tr>
<tr>
<td>FDS Transportation Max Levy</td>
<td>(Estimated Transportation Max Levy has not been populated by the Department's Max Levy Calculations. Please contact <a href="mailto:gateway@dgs.in.gov">gateway@dgs.in.gov</a> for more information.)</td>
</tr>
<tr>
<td>Est. FDS Replacement Max Levy</td>
<td>(Estimated FDS Replacement Max Levy has not been populated by the Department's Max Levy Calculations. Please contact <a href="mailto:gateway@dgs.in.gov">gateway@dgs.in.gov</a> for more information.)</td>
</tr>
<tr>
<td>Property Tax Cap Credit Estimate</td>
<td>(This field has not been populated by the Department’s property tax cap estimates. Please contact <a href="mailto:gateway@dgs.in.gov">gateway@dgs.in.gov</a> for more information.)</td>
</tr>
</tbody>
</table>

3\textsuperscript{rd} Section – Budget and Levy Information

The third section of the Notice to Taxpayers consists of a table that displays a list of your budget estimates, levy requests, excess levy appeal requests, and current tax levy amounts for all funds. Please ensure that all necessary funds appear in this table. The list of funds in Column 1 is based upon the currently added funds. If any funds happen to be missing that you are going to budget next year, please add them under the Customize Unit by Funds List page. Additional assistance on adding a fund can be found in the Adding, Deleting, and Connecting Funds and Departments user guide.

Once you have verified the fund(s) list, you may begin entering data in the table. The budget estimates in column 2 and the maximum estimated funds to be raised in column 3 can be pulled from other forms or entered manually. The excessive levy appeals in column 4 will need to be entered manually. The last column (current tax levy) is hardcoded based on the current year’s Budget Order and cannot be changed.
Pulling Data from Other Forms

Before pulling data from the other forms, it is very important that Form 1, Form 4A, and Form 4B advertised columns have been entered into Gateway for every fund. The adopted columns do not need to be completed prior to generating Form 3. This will ensure that all of your forms match with the same information, and numbers are not transposed or forgotten. For assistance completing any of the previous forms, please see each specific User Guide.

In order to pull the amounts in from the other forms, simply click both grey boxes that read, “Click Here to Insert Form 4B advertised amounts.” This will pull data from the Form 4B advertised column for all funds. Please check to ensure the correct amounts have been pulled in.

If you have an excessive levy appeal, it will need to be manually entered in column 4. Please see the next section titled Manual Data Entry for further instructions.

The current tax levy in column 5 has been pre-populated from the previous year’s Department-certified budget order. You should verify that these values are correct before submitting the form for advertisement.

### Manual Data Entry

Users also have the option to manually key in the amounts for each fund. To do so, simply click in the desired field and enter the amount. Column 4, the excessive levy appeals must be manually entered. Once you have completed the table, please be sure to click “Save” on the bottom right-hand side.
After you click save, the amounts will total, and red text will display the time the form was saved.

**Marking the Form “Ready to Submit”**

At the bottom of Form 3 and all other forms, you will notice the Ready to Submit status boxes. Before you complete the form, you will notice a grey box that is titled Not Ready to Submit.

The budget forms have a feature built-in called validation. This does not allow the form to be marked as Ready to Submit or be submitted until the required fields are completed. Validation will help prevent some commonly found errors in previous years. Under a closer look, you will notice that the box states,

“You will be able to mark this form as 'Ready to Submit' once all required fields have been completed.”

Once the required information has been entered, the yellow Ready to Submit option will appear. This gives users with submission and editing rights the ability to mark the form as ready to submit by clicking on the check box. You will not want to check this box until all fields have been completed.

Once this box is checked, the box will turn green and the form will now be marked as Ready to Submit. Form 3 will still be editable until it is submitted.

**Viewing and Printing the Form 3**

Printing Form 3 is an important part of the budget process as it allows you to publish your public and adoption hearing information along with your budget estimates, levy, and rates. Advertising your Notice to Taxpayers on time is a vital component to budget approval.
Form 3 can only be printed after being marked as ready to submit. Once Form 3 has been marked as ready to submit, you should notice the drop-down menu on the top-left corner of the form that reads, “Click Here for Print/View Options.” If this area still reads, “Print options only available once Form 3 is marked ‘Ready to Submit,’” try saving or leaving Form 3 and accessing it again.

Click on the drop-down menu that states, “Click Here for Print/View Options.” From here, you select the format option to continue.

Once you see the page appear in a new window click on the icon that resembles a save icon in the middle at the top of the page to view the export options.

From the list of export options, you may export your Notice to Taxpayers into a PDF, Word, Excel, or many other different file types. This allows you to personalize how you wish to have your data displayed.

If you choose to open the Notice to Taxpayers in PDF, you will see the following page appear. You may click on the printer icon on the top left-hand corner to print. You may also select the save icon to the right in order to save the form as a PDF which will also allow you to email a copy of your Form 3 as a PDF.

**Submitting Form 3**

You need to submit your Form 3 once it is ready to be advertised. Once Form 3 has been marked as Ready to Submit, Form 3 under the Budget Form Menu now shows a green submit option.
Please remember that this form must be submitted a minimum of 10 calendar days prior to your Public Hearing. This is the only way to fulfill your advertising requirements.

Once the Notice to Taxpayers is complete and will not need to make any changes, you will want to click on the green submit button. You will notice a pop-up box asking you if you have checked your Error Prevention Report. If you are ready to submit this form, simply press OK.

As you will note below, Form 3 on the Budget Form Menu will now appear green and will now only have the option to view the form.

You may no longer edit a form once it is submitted. If you have submitted a form by mistake, please contact the Department at Support@dlgf.in.gov or at (317) 234-4480.

Congratulations! You have successfully submitted your Form 3: Notice to Taxpayers. Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at Support@dlgf.in.gov or at (317) 234-4480.