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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 Software Vendors**

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

**SUBJECT: 2025 Data Submission Calendar**

**DATE: February 6, 2025**

On-time property tax bills are a top priority for the Department of Local Government Finance (“Department”) for 2025 and 2026.

To achieve this objective, it is necessary for all involved in the assessment and property tax billing processes to understand that there are sequential deadlines for completing statutory responsibilities. This memo includes the key deadlines for calendar year 2025. All deadlines below have been adjusted to reflect the last possible day a particular task must be performed. Failure to meet these deadlines may jeopardize on-time tax billing.

The Department will issue additional detailed guidance on many of these topics to local officials throughout the year.

If you have any questions, please contact the Department at [support@dlgf.in.gov](mailto:support@dlgf.in.gov) or (317) 234-4480.

PLEASE NOTE: This memorandum is simply intended to be informative and is not a substitute for the law. In the event any part of this memorandum conflicts with provisions of the Indiana Code, the Indiana Code governs.

## **2025 Data Submission Dates**

Dates may change by action of the 2025 General Assembly.

### **Deadlines Applicable to Pay 2025**

March 3	Deadline for submission of assessors' annually assessed mobile homes data (MOBILE, APPEALMH) for the calendar year 2024 (affects 2025-pay-2025 tax year). (50 IAC 26-20-6(b), (c))
March 15	Deadline for submission of auditors' tax billing data (TAXDATA, ADJUSTMENTS) for 2024-pay-2025 taxes. (Ind. Code § 36-2-9-20). <i>Please note that these data files are submitted as part of the county's abstract data submission in Gateway and do not need to be emailed separately to the Department's Data Inbox.</i>

### **Deadlines Applicable to Pay 2026**

February 3	Deadline for submission of assessors' sales disclosure data (SALEDISC, SALECONTAC, SALEPARCEL, SDISCADDAR, and SDISCADDCCI) for the calendar year 2024 sales (affects 2025-pay-2026 tax year). (Ind. Code § 6-1.1-5.5-3) <i>Please note that 50 IAC 26-20-4 requires a monthly upload of sales disclosure records to Gateway.</i>
September 2	Deadline for submission of assessors' real property data (PARCEL, LAND, IMPROVE, DWELLING, BUILDING, BLDDTL, APPEAL) for the 2025-pay-2026 tax year. (Ind. Code § 6-1.1-4-25(b); 50 IAC 26-20-4(b) – (h))
September 2	Deadline for submission of assessors' oil & gas assessment data for those counties where applicable (OILGAS, OILGASALL) for the 2025-pay-2026 tax year. (Ind. Code § 6-1.1-4-25(b); 50 IAC 26-20-7(b), (c))
September 2	Deadline for submission of assessors' personal property data (PERSPROP, POOLDATA, APPEALPP) for the 2025-pay-2026 tax year. (Ind. Code § 6-1.1-4-25(b); 50 IAC 26-20-5(b)–(d))