

HOMESTEAD DATABASE: COUNTY AUDITOR'S ACKNOWLEDGEMENT OF RESPONSIBILITY

The undersigned county auditor hereby acknowledges the following:

1. The Department of Local Government Finance (Department) provides county auditors with secure access to the Homestead Database (Database) that tracks the names and required identification numbers of taxpayers claiming a homestead deduction.
2. The Department maintains the Database but does not review or edit the information included in the Database for accuracy or validity.
3. It is the responsibility of the county auditor to ensure that data entered into the Database is accurate and valid according to the form submitted by the taxpayer.
4. Regardless of which of the three options the county auditor chooses, the data submission must conform to the Department's requirements for that method of submission. The Department's data submission requirements are set forth in the Department's *Updated Homestead Database Submission Procedures Memorandum*, November 9, 2010, and incorporated herein.
5. A third-party vendor that contracts with or acts on behalf of a county to prepare the county's homestead data submission to the Database is responsible for the accuracy and validity of the data submitted and for conformance with the Department's Database file format and other Database requirements as set forth in the Department's *Updated Homestead Database Submission Procedures Memorandum*, November 9, 2010, and incorporated herein.
6. A third-party vendor must sign an Acknowledgement of Third-Party Responsibility.
7. The use of a third-party vendor to prepare homestead information submissions to the Database notwithstanding, the ultimate responsibility for the accuracy and validity of the data submitted to the Database remains with the county auditor.
8. The Department will run a file received from a county or vendor through an error-checking program for compliance with the file format and to ensure the file can be uploaded to the Database. The error-checking program does not monitor or verify the accuracy or validity of the data submitted to the Database; that responsibility remains with the county auditor and vendor, if any.
9. It is the responsibility of the county or vendor to bring the files in conformance to Department standards as set forth in the Department's *Updated Homestead Database Submission Procedures Memorandum*, November 9, 2010, and incorporated herein.
10. The Department makes no warranty, express or implied, with respect to the information included in the Database and has no responsibility or liability therefor. The Department does not

assume any legal liability or responsibility for the accuracy, completeness, currency, misuse, unauthorized access, or usefulness of any data displayed or distributed through the Database.

ACKNOWLEDGEMENT

I _____, Auditor of _____ County acknowledge that I have read, understand, and agree to the above and foregoing HOMESTEAD DATABASE: COUNTY AUDITOR'S ACKNOWLEDGEMENT OF RESPONSIBILITY.

Signature of Auditor

Date