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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** County Auditors and Software Vendors

**FROM:** Fred Van Dorp, Budget Division Director

**SUBJECT:** Form 22 Data Submission Procedures

**DATE:** December 16, 2021

The Department of Local Government Finance (“Department”) is issuing this memorandum to county auditors and software vendors to provide instructions for submission of Form 22 distribution data for December 2021 distributions. Submissions through [Gateway’s Data Entry for Certified Net Assessed Values and Form 22](#) (“DECAF”) application constitute the county’s official submission to the Department. County auditors are required to send Form 22’s to local units in their respective counties that receive distributions, but **auditors are not required to mail paper copies or email Excel copies of Form 22 information to the Department.**

DECAF submissions will include the property tax, excise tax, financial institution tax, and commercial vehicle excise tax information. If applicable, the submission will also include the examination of records fees.

Ind. Code § 5-14-3.8-9 requires all counties to complete this submission no later than January 15, 2022.

County auditors may upload files containing distribution data or may also elect to enter Form 22 data manually for all distribution types directly into DECAF.

Detailed instructions may be found in the [DECAF Form 22 User Guide](#). Any additional questions about the DECAF submission procedures may be submitted to [Support@dlgf.in.gov](mailto:Support@dlgf.in.gov).