STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

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TO: **County Auditors, Treasurers, and Vendors**

FROM: **Tim Jorczak, Director of Operations and Policy** TJ

SUBJECT: **TS-1 and Homestead Deduction Certification Form**

DATE: **January 8, 2010**

This memorandum serves as a reminder about the upcoming required Homestead Deduction certification form that is to be included with 2010 tax bills and TS-1 statements. House Enrolled Act 1344-2009 requires the county auditor to begin collecting additional identification information regarding the homestead deduction. Part of this law requires the TS-1, beginning in 2010, to allow taxpayers to verify their residency and eligibility for this deduction. The Homestead Deduction certification form is the Department of Local Government Finance's ("Department") prescribed method to collect this information.

Some key points to remember are:

- The form is required to be printed on a distinct-colored paper, separate from the rest of the tax bill. The Department has stated that pink is the color to be used to encourage consistency statewide.
- Part I of the form can be either pre-populated with the property information, or it can be sent blank and left for the property owner to submit. The current form is designed to accommodate county-supplied information in Part I. If the county chooses to send a blank form, all that needs to be collected in Part I is the property address and state parcel number. There is additional room for the county to list county-specific information in that section, if desired. Please see two attachments: one for pre-populated information, and one for a blank form.
- The back of the document contains instructions for the taxpayer on what information is required to be submitted. The rest of the back side is left blank to allow the county to place the appropriate mailing information, contact information for questions, and other locally-specific processing instructions.

The Department is currently developing a plan to provide taxpayers with information about this form, and will communicate more information to you as it is available. We look forward to working with you to make this process as easy and user-friendly as possible.

The information contained above was first distributed on August 5, 2009 with the Department's Treasurer's Tax Statement for 2010 memo, located at http://www.in.gov/dlgf/files/090805_-_Jorczak_Memo_-_TS-1_for_2010.pdf. Additional information on this form was distributed in a Frequently Asked Questions document, distributed on September 30, 2009, located at http://www.in.gov/dlgf/files/090930-_FAQ-_Homestead_Verification_Form_and_System.pdf.

If you have any questions, please contact Tim Jorczak, Director of Operations and Policy, at 317.234.5675 or tjorczak@dlgf.in.gov.