

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: County Assessors, Auditors, and Vendors
FROM: Rabia Jermoumi, Assistant Director of Data Analysis
SUBJECT: Utility Assessed Values Interface
DATE: July 26, 2011

RJ

The purpose of this memorandum is to inform all county assessors, auditors, and vendors that the Department of Local Government Finance ("Department") is working on Utility Assessed Values Interface ("Interface") that will allow counties to input the information they receive from the Department automatically into their tax billing systems. The Interface will require counties to import the parcel numbers of distributable properties assigned by counties to the Department.

The Department, in accordance with IC 6-1.1-8-27, is required to certify to the county assessor and county auditor the assessed value of distributable property that is determined to be distributed to taxing districts in a particular county. Historically, the Department has complied with this requirement by sending paper copies of Form 11A to each individual county. The county was then responsible for ensuring this assessed value information was input into its tax billing system.

On July 1, 2011, the Department sent electronic utility assessment data to counties for 2011 pay 2012. That information followed the UTILITYAV and RAILAV file specifications included in 50 IAC 26. Though counties still must enter 2011 pay 2012 assessed value information manually into their tax billing systems, the Interface will allow counties to automatically upload the files to their systems starting in 2012 pay 2013.

Process and Requirements for Upload Submissions

To ensure all files received are able to be easily uploaded to the Department's Database, counties should import the UTILITYAV and RAILAV files into Excel. Instructions on how to import text files into Excel is attached to this memo. Counties should then add a new field titled "Parcel Number" in both files and input the parcel numbers of distributable properties from their tax billing systems into this field. The parcel numbers should be in accordance with 50 IAC 26-8-2 (Property numbering system for personal property.)

Upon assigning parcel numbers to all records, counties or vendors should notify the Department by sending an email to data@dlgf.in.gov no later than September 30, 2011. Counties and vendors must use the file format specifications and template to ensure their data is able to be uploaded to the Database. Files should be named as follows: countyname_UTILITYAV for the State Assessed Distributable Utility AV file and countyname_RAILAV for the State Assessed Distributable Rail AV file. An example of these files would be **Adams_UTILITYAV** and **Adams_RAILAV** respectively. Spreadsheets should be compressed (zipped) before being sent to the Department.

The UTILITYAV file should contain the following information:

- Property Identifier
- Tax Payer name
- Contact name
- Address
- City
- State
- Zip Code
- DLGF Taxing District
- Uncontested DLGF Distributable
- Contested DLGF Distributable
- Parcel Number **to be created by the county in accordance with 50 IAC 26-8-2**

The RAILAV file should contain the following information:

- Property Identifier
- Tax Payer name
- Contact name
- Address
- City
- State
- Zip Code
- Line Description
- DLGF Taxing District
- Track Value
- Personal Property AV
- Improvements
- Contested DLGF Distributable
- Parcel Number **to be created by the county in accordance with 50 IAC 26-8-2**

Instructions on how to import text files into excel file can be found at: <http://www.in.gov/dlgf/2444.htm>.

If you have any question on the information above, please contact Rabia Jermoumi at rjermoumi@dlgf.in.gov or (317)234-7316.