

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
DATA ANALYSIS DIVISION



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TO: County Auditors, Clerk-Treasurers, and Redevelopment Commissions
FROM: Eric Bussis, Director of Data Analysis *EB*
RE: Gateway TIF Management
DATE: July 2, 2013

The purpose of this memorandum is to provide an update on the reporting requirements for tax increment financing ("TIF") districts. The reporting requirements under House Enrolled Act 1116 were outlined in the June 19, 2013 memo, which can be found at the following link:

[http://www.in.gov/dlgf/files/130619 - Vincent Memo -](http://www.in.gov/dlgf/files/130619_-_Vincent_Memo_-_)

[Reporting by Redevelopment Commissions Regarding Tax Increment Financing Districts.pdf](#)

To complete the reporting requirements, the Department of Local Government Finance ("Department") has released Gateway TIF Management.

In order to ensure complete reporting, the Department is requiring all counties, cities, and towns to complete the submission process by October 1, 2013, regardless of whether or not the unit has a redevelopment commission. Those political subdivisions that do not have a redevelopment commission will be required to indicate that in Gateway TIF Management.

All users with submission access for a unit in the Gateway Budget Forms application have been assigned access to TIF management. The fiscal body may delegate access in Gateway TIF Management to other users in the office, the redevelopment commission, or a vendor, by completing a limited delegation form. Gateway submitters are encouraged to work with the redevelopment commissions to ensure all data required by the Department are filed with the fiscal body.

The Department is releasing an Excel workbook template that units will use to create the parcel list for each TIF district. The file will be uploaded via Gateway TIF Management. The template file can be found at the following link [http://www.in.gov/dlgf/files/TIF_File -
Template\(2\).xlsx](http://www.in.gov/dlgf/files/TIF_File_-_Template_(2).xlsx)

User manuals and online training for Gateway TIF Management are forthcoming and will be released on the Department's website at <http://www.in.gov/dlgf/9170.htm>.

If you have any questions, please contact Eric Bussis, Director of Data Analysis, at erbussis@dlgf.in.gov or (317) 232-3759.