
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors and Property Tax Assessment Boards of Appeals

FROM: Geoff Kuester, Director of Data Analysis

SUBJECT: PTABOA Annual Report Application

DATE: January 5, 2017

The Department of Local Government Finance has updated its Gateway PTABOA annual report application so that assessors can now upload reports for the 2016 calendar year as required by IC 6-1.1-28-12.

The report closely aligns with State Form 55889, which is available for download here: <https://forms.in.gov/Download.aspx?id=12416>. Please note that the report **must be submitted through Gateway**. Assessors may use the form as a reference offline, but will enter the data directly into the online application.

The report's contents are specified per IC 6-1.1-28-12. Assessors will provide data that identifies the number of appeals filed, appeals outstanding, and how appeals were resolved, among other items. The report must be filed annually **before April 1**. The report due before April 1, 2017 covers activities for calendar year 2016.

Users may access the PTABOA Annual Report application at <https://gateway.ifionline.org/>. After logging in, users should click on the link titled "Assessor Reports." Users will then select their county and choose "PTABOA Report."

A user guide is available at <https://gateway.ifionline.org/help.aspx>. County assessors who would like to delegate editing rights should contact the Gateway support team at gateway@dlgf.in.gov.

Questions may be directed to the Gateway support team through email at gateway@dlgf.in.gov or by phone at (317) 234-4480. Questions may also be directed to Director of Data Analysis Geoff Kuester at gkuester@dlgf.in.gov or by phone at (317) 233-8347.