

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Auditors and Software Vendors
FROM: Geoff Kuester, Director of Data Analysis *AK*
SUBJECT: December 2017 Form 22 Data Submission Procedures
DATE: November 30, 2017

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 2017 distributions. Submissions through Gateway's Data Entry for CNAV and Form 22 ("DECAF") application now constitute the county's official submission to the Department.

County auditors are also required to send Form 22s to local units in their respective counties that receive distributions. Auditors are not required to mail paper copies nor Excel copies of Form 22 information to the Department.

As was the case with June 2017 distributions, county auditors may upload files containing distribution data. The files may be exported from tax and billing systems. County auditors may also elect to enter Form 22 data manually for all distribution types directly into DECAF.

The Department recommends that counties submit Form 22 data through Gateway by January 31, 2018.

A user guide for DECAF's Form 22 component may be found at <http://www.in.gov/dlgf/9480.htm> and <https://gateway.ifionline.org/help.aspx>.

The Department emphasizes that for the December 2017 distributions, the Gateway Form 22 will constitute the county's official distribution data submission. The traditional Form 22 must still be provided to local units of government.

Counties are not required to send Form 22 materials to the State Board of Accounts.

Questions may be directed to the Gateway support team at (317) 234-4480 or gateway@dlgf.in.gov.