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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** County Assessors and Property Tax Assessment Boards of Appeals

**FROM:** Geoff Kuester, Chief Information Officer

**SUBJECT:** PTABOA Annual Report Application

**DATE:** January 26, 2018

The Department of Local Government Finance has updated its Gateway PTABOA annual report application so that assessors can now upload reports for the 2017 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, 2018 covers activities for calendar year 2017.

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](mailto:gateway@dlgf.in.gov).

If you have any questions regarding this information, please feel free to contact the Department's Gateway support team at (317) 234-4480 or [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).