

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE  
BUDGET DIVISION



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**TO:** County Auditors  
**FROM:** Fred Van Dorp, Budget Division Director  
**RE:** Annexation Reporting  
**DATE:** May 18, 2018

Each county auditor is required to report to the Department of Local Government Finance (“Department”) any annexations effective after January 1, 2017, but on or before January 1, 2018. The report covers a taxing unit that has annexed geographic area and that has properly presented the annexation documents to the county auditor for taxation purposes. The report includes the net assessed value of the annexed area as of January 1, 2018, which is needed in order to complete the maximum levy formula for the taxing unit.

Using the template on the following page, list the name of the applicable taxing unit(s) and certify the net assessed value (real and personal property) of the annexed area(s). **The net assessed value reported should be based on 2018 Pay 2019 assessed values.** In some cases, annexations will necessitate creating a new tax district.

If no annexation was certified during the time period above, indicate this by entering “none” on the template.

If a portion of the annexed area is to be treated as exempt from municipal taxes (“municipal tax-exempt” or “MTE”), identify the amount of net assessed value included in the MTE district as this assessed value will not be included for the purposes of adjusting a taxing unit’s maximum levy. Also, please inform the Department if an annexation listed on the following page affects the boundaries of a public transportation corporation pursuant to IC 36-9-4-13, an airport authority pursuant to IC 8-22-3-1, and/or a library pursuant to IC 36-12-2-3.

Please sign and return a scanned copy to Fred Van Dorp, Budget Division Director, at [fvandorp@dlgf.in.gov](mailto:fvandorp@dlgf.in.gov) by July 15, 2018.

If you have any questions about the submission or the template, please contact your local budget field representative ([https://www.in.gov/dlgf/files/Field\\_Rep\\_Map\\_-\\_Budget.pdf](https://www.in.gov/dlgf/files/Field_Rep_Map_-_Budget.pdf)).

**2018 Pay 2019 Annexation Report**

Name of Unit	District	Ordinance No.	Effective Date	Net Assessed Value of Annexed Area (show as positive or negative)

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
County

\_\_\_\_\_  
Date

**Note: 2018 Pay 2019 Annexation Report must include activity from both the annexed and annexing unit and taxing district. The “Net Assessed Value of Annexed Area” column will generally net to \$0.00. If the column does not, please include an explanation along with the annexation submission.**