
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors and Vendors

FROM: James Johnson, Director of Data Analysis

SUBJECT: 2018 Sales Disclosure Data Submission Process

DATE: January 11, 2019

The Department of Local Government Finance (“Department”) is issuing this memorandum as a reminder to county assessors on the 2018 sales disclosure data submission process.

Per IC 6-1.1-5.5-3, all completed sales disclosure records that have a conveyance date in the range of January 1, 2018 through December 31, 2018 must be submitted via Gateway SDF (<http://gateway sdf.ifionline.org/>) by no later than February 1, 2019. For those counties that use the Assessor Edit functionality in Gateway SDF to directly enter data, review, and validate their sales, the assessor’s office will need to have their review completed of all sales that fall within the conveyance date range listed above by no later than February 1, 2019. For those counties that use a third party vendor’s system as their primary sales disclosure system, the assessor’s office will need to have their review completed within their respective system and have the sales disclosure data files (i.e., SALEDISC, SALECONTAC, and SALEPARCEL) generated and uploaded to the Gateway SDF database by no later than February 1, 2019.

Regardless if the county uses Gateway SDF or a third party vendor’s system to manage its sales, once the county assessor’s office has finished their review and has submitted all completed sale disclosure records with a conveyance date in the range of January 1, 2018 to December 31, 2018, they will need to email the Department Data Inbox at data@dlgf.in.gov and indicate that they have finished their review and submission of the 2018 sales data. The Department will not start its compliance review process of a county’s sales disclosure data until it receives this indication from the county assessor’s office. Please note that in those situations where a third-party vendor may upload a county’s sales disclosure data to Gateway SDF, the Department still requests that the county assessor’s office email the Department Data Inbox, indicating that their review of the data has been completed and that the records have been submitted (as opposed to the email coming from the vendor).

Please note that in order for a sales disclosure record to be included in the Department’s data compliance review process, the No. 11 question (“Is form completed?”) under Part 2 of the sales disclosure form must be checked “Yes.”

Questions regarding the sales data submission and compliance review process may be directed to Director of Data Analysis James Johnson at jjohnson@dlgf.in.gov or (317) 234-8274.