
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors, Auditors, and Vendors
FROM: James A. Johnson, Director of Data Analysis
SUBJECT: 2019 Data Submission Calendar
DATE: January 25, 2019

On-time property tax bills are a top priority for the Department of Local Government Finance (“Department”) for 2019 and 2020.

To achieve this objective, it is necessary for all involved in the assessment and property tax billing processes to understand that there are sequential deadlines for completing statutory responsibilities. Attached are key deadlines for calendar year 2019. The deadlines below have been adjusted to reflect the last possible day on which or by which a particular task must be performed. Failure to meet these deadlines may jeopardize on-time tax billing.

If you have any questions about the data submission calendar, please contact James Johnson, Director of Data Analysis, at (317) 234-8274 or jjohnson@dlgf.in.gov, or the Data Compliance team at Data@dlgf.in.gov.

PLEASE NOTE: This memorandum is simply intended to be informative and does not take the place of Indiana law. In the event any part of this memorandum conflicts with provisions of the Indiana Code, Indiana Code governs.

2019 Data Submission Dates

Dates may change by action of the 2019 General Assembly.

Deadlines applicable to Pay 2019

March 1	Deadline for submission of assessors' annually assessed mobile home file (MOBILE, APPEALMH) for calendar year 2019 (affects 2019-pay-2019 tax year). 50 IAC 26-20-6(b), (c)
March 15	Deadline for submission of auditors' tax billing data (TAXDATA, ADJMENTS) for 2018-pay-2019 taxes. IC 36-2-9-20.

Deadlines applicable to Pay 2020

February 1	Deadline for submission of assessors' sales disclosure data (SALEDISC, SALECONTAC, SALEPARCEL) for calendar year 2018 sales (affects 2019-pay-2020 tax year). IC 6-1.1-5.5-3.
August 30	Deadline for submission of assessors' real property data (PARCEL, LAND, IMPROVE, DWELLING, BUILDING, BLDDTL, APPEAL) for the 2019-pay-2020 tax year. IC 6-1.1-4-25(b); 50 IAC 26-20-4(b) – (h).
	Deadline for submission of assessors' oil & gas assessment data for those counties where applicable (OILGAS, OILGASALL) for the 2019-pay-2020 tax year. IC 6-1.1-4-25(b).
	Deadline for submission of assessors' personal property data (PERSPROP, POOLDATA, APPEALPP) for the 2019-pay-2020 tax year. IC 6-1.1-4-25(b); 50 IAC 26-20-5(b) – (d).