
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Treasurers, Software Providers, and Print Vendors

FROM: Wes Bennett, Commissioner

RE: Treasurer's Tax Statement (TS-1) for 2020

DATE: November 12, 2019

Under IC 6-1.1-22-8.1, the Department of Local Government Finance ("Department") is required to prescribe the treasurer's property tax comparison statement, more commonly referred to as the property tax bill or "TS-1."

Under the statute, the TS-1 is required to contain important information about a taxpayer's current and historical tax liability. The form is designed to supply taxpayers with basic information about their assessed value, gross tax rate, deductions, and related information for the current and prior years. This form also contains information included in the Notice of Assessment, also known as the Form 11 notice. The Department also considers the remittance coupon page part of the TS-1 information.

As explained below, counties must use the boilerplate language prescribed in this TS-1 packet. Although the TS-1 is designed to accommodate certain local variations such as treasurer office hours and payment location information, the underlying boilerplate is to be used as-is. Only those portions of the TS-1 marked as "space reserved for county-specific information" or "county specific information" may be altered by the county. Vendors should ensure that the TS-1 they are using reflect the attached TS-1 for 2019 Pay 2020. The Department will review each county TS-1. **All counties are required to submit their TS-1 to the Department prior to the printing/posting of tax bills. Copies are to be submitted to Jenny Banks at jbanks@dlgf.in.gov. Please allow 10 business days for review of the templates.**

County treasurers are ultimately responsible for ensuring that they use the correct TS-1. If the Department is notified of or becomes aware of forms or coupon pages that are not in compliance with the requirements as set forth in the attached documents, the Department may declare tax bills invalid and require new tax bills to be created at the county's expense.

2020 Payment Due Dates

The Department emphasizes that the 2019 Pay 2020 installment due dates are May 11, 2020, and November 10, 2020, respectively.

Online Tax Statements

It is the responsibility of the county treasurer to ensure that online tax statements are identical to the TS-1 mailed template. Similar to the mailed tax statements, online tax statements must be in compliance with the requirements as set forth in the attached documents.

Changes

The Department has attached a copy of the 2018 Pay 2019 TS-1 that includes the hand-made revisions for 2019 Pay 2020. The Department is providing this document so that vendors can more easily identify the changes. The revisions are all technical in nature with the exception of the remittance coupon, which is discussed in more detail below; there are no new fields or data points.

Tax Statement Formatting

The TS-1 is to be printed on white paper. The attached document has been prepared in standard (8.5x11) format.

The TS-1 is to be printed in black ink.

State-approved calculation methods for all of the fields in the document are included with the document format

Remittance Coupons

Before finalizing the draft of the 2019 Pay 2020 TS-1 packet, the Department worked with several county treasurers to create a unified TS-1 Statement and Remittance Coupon. The attached unified coupon page contains several changes, and the Department would encourage all counties to notify the vendors they work with on the printing, billing, and collection process. Below is a summary of the primary changes made to the Remittance Coupon template:

- (1) **Organization:** Coupons must be structured in accordance with the template. No additional text/images may be added outside of the county specific sections.
- (2) **Color:** Counties are free to print in black, 1, or 2 colors of the county's choice. Only text currently in color and highlighted in red below may be changed. No other text may be in color.
- (3) **Paper Size:** Counties may use letter (8.5x11) or legal size paper (8.5x14) should additional line items on the information section be required. No line items are to be printed on the back of the coupon or information sections.
- (4) **Font:** No fonts under 10 pt. may be used and the font style is Times New Roman.

Again, the underlying boilerplate language is not to be altered, and only those sections marked "space reserved for county-specific information" or "county specific information" may be altered by the county.

Back of Coupon

COUNTY SPECIFIC INFORMATION

FOR YOUR RECORDS

FIRST INSTALLMENT

Check Number	Date Sent	Amount

SECOND INSTALLMENT

Check Number	Date Sent	Amount

Field Descriptions

- County Specific Information (space for any additional county-specific information)
- First Installment (receipt for Spring Installment payment)
- Second Installment (receipt for Fall Installment payment)
- Large Boxes (space for county to stamp/ mark payment confirmation)

Field Formatting

- County Specific Information (Times New Roman – 10 pt.)
- Installment Fields (Times New Roman – 10 pt.)(Box Size: 0.5” x 0.5”)
- Large Boxes (Box Size: 2.4” x 2.0”)

For questions about the TS-1, please contact Jenny Banks at (317) 234-4376 or jbanks@dlgf.in.gov.