
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors, County Auditors, and Software Vendors

FROM: James A. Johnson, Director of Data Analysis

SUBJECT: 2020 Data Submission Calendar

DATE: January 23, 2020

On-time property tax bills are a top priority for the Department of Local Government Finance (“Department”) for 2020 and 2021.

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 2020. 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.

The Department will issue additional detailed guidance on many of these topics to local officials throughout the course of the year.

If you have any questions, 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.

2020 Data Submission Dates

Dates may change by action of the 2020 General Assembly.

Deadlines applicable to Pay 2020

March 2	Deadline for submission of assessors' annually assessed mobile home data (MOBILE, APPEALMH) for calendar year 2020 (affects 2020-pay-2020 tax year). 50 IAC 26-20-6(b), (c)
March 16	Deadline for submission of auditors' tax billing data (TAXDATA, ADJMENTS) for 2019-pay-2020 taxes. IC 36-2-9-20.

Deadlines applicable to Pay 2021

January 31	Deadline for submission of assessors' sales disclosure data (SALEDISC, SALECONTAC, SALEPARCEL) for calendar year 2019 sales (affects 2020-pay-2021 tax year). IC 6-1.1-5.5-3. For sales that occur in 2020, please note that if your county uses a third-party software system to manage its sales disclosure forms, the Department recommends – at a minimum – a quarterly upload of sales disclosure records to the Gateway SDF database.
August 31	Deadline for submission of assessors' real property data (PARCEL, LAND, IMPROVE, DWELLING, BUILDING, BLDDTL, APPEAL) for the 2020-pay-2021 tax year. IC 6-1.1-4-25(b); 50 IAC 26-20-4(b) – (h).
August 31	Deadline for submission of assessors' oil & gas assessment data for those counties where applicable (OILGAS, OILGASALL) for the 2020-pay-2021 tax year. IC 6-1.1-4-25(b); 50 IAC 26-20-7(b), (c).
August 31	Deadline for submission of assessors' personal property data (PERSPROP, POOLDATA, APPEALPP) for the 2020-pay-2021 tax year. IC 6-1.1-4-25(b); 50 IAC 26-20-5(b) – (d).
August 31	Last day for township or county assessors to transmit GIS data to the Office of Technology (“IOT”). IC 6-1.1-4-25(b)(3)