May 2017 Auditor’s Conference:  
June 2017 Settlement

Office of State Auditor Tera Klutz, CPA  
Settlements Division  
Thursday, May 25, 2017

Settlement Outline

1. Process
2. Form 105
3. 49TC
4. 17TC
5. Certificate of Error
6. Quietus
7. Other forms
The Settlement Process

• You will need to complete the forms that were placed on the AOS FTP site in the “From Settlements” folder and then upload the completed forms using the AOS FTP site in the “To Settlements” folder
• Again, we are partnering with Crowe Horwath to help us increase the accuracy and internal controls of our review process
• Due to the increase in internal controls, expect a bit lengthier of a delay on approval

How Can You Help Us Speed Up Approval?

1. Complete the checklist provided by the Auditor of State before submission
2. Provide and upload explanations for any drastic changes in your reported amounts
3. Be prepared to answer potential follow up questions
Form 105

• Removal of the Homestead Credit column
• Change in formula of new Line 7 to sum row 2, 4, 5, and 6 also leading to change in data entry convention—Use the Less/Add at beginning of Row Name to dictate input (Example: Less means enter negative)

Form 105

• We have also added additional lines in Section B and Section C to allow for more inputs if necessary
• After submitting the form and gaining approval from AOS, you will be asked to sign an Electronic Signature (eSig) for verification
How to Complete the 105

• In Cell C5, enter “June”
• In Cell H5, enter your county’s name
• Input county specific numbers in the cells with blue 0’s or text
  – Total Column of Row 7 in Section A should equal total Row of Section B Column “Total Net Property Tax”
  – Total Column of Row 8 in Section A should equal total Row of Section B Column “License Excise Tax”
  – Total Column of Row 9 in Section A should equal Total Row of Section B Column “Property Tax and Excise Tax”
• Enter Apportionment information in Section B at the Fund level and include all funds
• Enter in additional Remittances in Section C, please be specific (There are plenty of lines)

Form 49TC

• This form has been reduced to one tab in a workbook rather than three
• Section headings refer to which county office should complete the section
• Should be simpler than prior years, we do not require Property Tax Relief to be broken out
Form 49TC

- Completed by the County Treasurer’s Office
  - Combination of old Column 1, 2, and 3 into the new Column 1
    • This will include all Current and Delinquent Taxes, Penalties, and Interest Less Late Payment Penalty Collections on Special Assessments
  - Combination of old Column 4, 5, and 6 into the new Column 2
    • Removes the Homestead Credit and Property Tax Replacement Credit, and establishes Property Tax Relief
  - Old Columns 6 and 7 become Columns 3 and 4

<table>
<thead>
<tr>
<th>TAXING DISTRICT</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Here</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Name Here</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Form 49TC

- Completed by the County Auditor’s Office
  - Old Column 8 becomes Column 5
    • This will include all Total Current and Delinquent Taxes, Penalties, and Interest Distributed
  - Combination of old Column 9 and 10 into the new Column 6
    • Removes the Homestead Credit and Property Tax Replacement Credit, and establishes Property Tax Relief
  - Old Columns 11, 12, and 13 become Columns 7, 8, and 9

<table>
<thead>
<tr>
<th>TAXING DISTRICT</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Here</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Name Here</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Form 49TC

- Section 2 of old Form 49TC has been eliminated down to new Form 49TC Columns 10-12
  - Primarily due to Homestead Credit change
- Old Column 14 is now 10, old Column 15 is now 11, and old Column 16 is now 12
- Section 3 of the old Form 49TC has been eliminated and added as Column 13 of the new Form 49TC, this Column should be completed by the County Treasurer's Office
- The bottom portion of 49TC has a minor addition of Business Personal Property Ordinance Fees which are distributed differently then the other property tax distributions

<table>
<thead>
<tr>
<th>TRADING DISTRICT</th>
<th>SETTLEMENT OF PROPERTY TAX RELIEF AMOUNT (review Section, Column 13 completed by the County Treasurer's Office if necessary)</th>
<th>SETTLEMENT OF LATE PAYMENT PENALTIES (Completed by the County Treasurer's Office)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Property Tax Relief Amount Due Taxing District From Column 6</td>
<td>Property Tax Relief Collections from Column 2</td>
</tr>
<tr>
<td>ENTITLED DISTRICT NAME HERE</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>ENTITLED DISTRICT NAME HERE</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

How to Complete the 49TC

- Enter “June” in cell F6
- Enter “2017” in cell I6
- Allow the County Treasurer’s Office to complete Columns 1 through 4 inputting the data in the blue text cells (Columns 1, 2, 4, and 13)
- The County Treasurer’s Office should also complete the bottom portion of the 49TC entering collections in the blue text cells and adding additional “Other Collections” if necessary
How to Complete the 49TC

• The **County Auditor’s Office is to complete Columns 5 through 9** entering data in the **blue text cells** (Columns 5, 6, and 8)

• Allow Columns 10-12 to be the reconcilement of the Auditor’s Office reported distribution numbers with the Treasurer’s Office reported collection numbers, **these must reconcile**

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Form 17TC

• **Removal of Column 5 through 16** and addition of a Column for Property Tax Relief
How to Complete the 17TC

- Beginning on the “Summary” tab, enter your county’s name in cell A6 and the tax year in cell A9
- Change the name of each of the tabs to reflect a Taxing District’s name, **one tab for each Taxing District**
- In the Taxing District Tabs (A(1)), enter the Taxing District’s name in cell A10
- Complete Columns 1 through 5 with the Taxing District’s information

Certificate of Error

- The only changes were the deletion of Homestead Credit and Property Replacement and addition of the Property Tax Relief
How to Complete the Certificate of Error

• Enter the county name in cell C3
• Enter the Settlement year in C5
• Beginning with the first Taxing District table enter the Taxing District Name
• Input all necessary data input cells (blue text cells) with the correct numbers

Quietus

• This workbook is for you as the County Auditor and will assist in finding difference amongst the amount distributed and the reported collections of the County Treasurer
• Only a few changes were made to conform to the new LIT statute
  – Removal of LOIT related Fund inputs in the “Additional Property Tax” and the “Treasurer’s Cash” tabs
How to Complete the Quietus

• Beginning on the “Quietus Summary” tab, enter the county name in cell A4 and the Settlement Period in E4 (Example: June 2016 pay 2017)

• In the “Property Tax” and the “Excise Tax” tabs, enter the funds and distributions reported on the 105

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<table>
<thead>
<tr>
<th>QUIETUS WORKSHEET ADDITIONAL PROPERTY TAX QUIETUS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Enter County Name Here</th>
<th>COUNTY</th>
<th>SETTLEMENT</th>
<th>Enter Settlement Period Here</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- Overpayments from Overpayment Listing 49TC Column 1 Reconciliation (if applicable) 0.00 Quietus to Surplus Tax Fund
- NSF Checks or, if applicable, other Settlement adjustments from Line 41 of Form 105 0.00 Quietus to County General Fund
- Tax Refund (The amount should be the same as the Amount Refunded to Taxpayer Total of the Form 17TC and the Net Tax, Penalty & Interest Column of the Refund Line of the Form 105 Line 4 in June and Line 39 in December) 0.00 Quietus to County General Fund
- Exam of Records from Property Tax Worksheet Exam of Records Column and Form 22’s Total 0.00 Quietus to County General Fund
- Available For Use 0.00 Quietus to fund to be determined
- Available For Use 0.00 Quietus to fund to be determined
- Available For Use 0.00 Quietus to fund to be determined

Total Additional Property Tax Quietus 0.00

Total Property Tax Quietus (Net Property Tax for Distribution Plus Additional Property Tax Quietus) 0.00
How to Complete the Quietus

• Complete the amounts in the “Treasurers Cash” tab using the instructions and stating the dollar amounts in Column E
• There are additional lines if necessary and we encourage you to include as much detail as possible
• Cell E29 should be the reconcilement of the Auditor’s reported distributions and the Treasurer’s reported collections, they must equal 0

Other Forms

• Excise Tax Allocation
• Excise Tax Reconciliation
• Fines and Fees
• Form 102
Settlement Recap

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Contact Information

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