
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Local Officials

FROM: Josh Jacoboski, Director of Information Systems

SUBJECT: 2024 Gateway Submission Calendar

DATE: February 7, 2024

On-time property tax bills are a top priority for the Department of Local Government Finance (“Department”) for 2024 and 2025.

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 the calendar year 2024. 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 year.

If you have any questions, please contact the Department at Support@dlgf.in.gov or (317) 234-4480.

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, the Indiana Code governs.

2024 Gateway Submission Dates

Dates may change by action of the 2024 General Assembly.

January 15	Deadline for Gateway submission of second half 2023 tax distribution and settlement through Gateway DECAF – Form 22. (Ind. Code § 5-14-3.8-9) <i>Pertains exclusively to county auditors.</i>
January 15	Last date for filing a report on appeals filed in 2023 with the property tax assessment board of appeals (“PTABOA”) with the Department, the Indiana Board of Tax Review (“IBTR”), and LSA. (The report to LSA must be in an electronic format under Ind. Code § 5-14-6). This report documents the notices for appeal filed with the PTABOA for the preceding year. (Ind. Code § 6-1.1-28-12) <i>Pertains exclusively to county assessors.</i>
February 28	Deadline for Gateway submission of Debt Management annual affirmation. (Ind. Code § 5-1-18-9)
March 1	Deadline for Gateway submission of SB131 Reporting for Solid Waste Management Districts (“SWMDs”). (Ind. Code § 13-21-3-13.5) <i>Pertains exclusively to solid waste management districts and the units that report on their behalf.</i>
April 15	Deadline for Gateway submission of TIF Management Report. (Ind. Code § 36-7-14-13 and Ind. Code § 36-7-14.5-9) <i>Pertains exclusively to redevelopment commissions and redevelopment authorities and the cities, towns, and counties that are reporting on their behalf.</i>
June 30	Deadline for Gateway submission of Pre-Budget Report.
July 15	Deadline for Gateway submission of first half 2024 tax distribution and settlement through Gateway DECAF – Form 22. (Ind. Code § 5-14-3.8-9) <i>Pertains exclusively to county auditors.</i>
August 1	Last day for the county auditor to certify net assessed values (“CNAV”) to the Department. The Department will make AV visible to every political subdivision via Gateway. All units are encouraged to use Gateway’s public site to validate the AVs certified by the county auditor. (Ind. Code § 6-1.1-17-1)
September 1	Last day for units with appointed boards, including certain libraries, to submit proposed 2025 budgets, tax rates, and tax levies to the appropriate fiscal body for binding adoption. For these units, the Department will remove edit access to the Gateway Budget module at the end of the day. (Ind. Code § 6-1.1-17-20; Ind. Code § 6-1.1-17-20.3) <i>Pertains exclusively to units that are subject to binding review.</i>

September 29	Deadline for Gateway submission of Economic Development Reporting (“EDR”). (Ind. Code § 4-33-23-17)
October 12	Last day to post a notice to taxpayers (“Budget Form 3”) of proposed 2025 budgets and net tax levies and a public hearing to Gateway. Units who have not submitted by October 12 will not have time to complete the process before the deadline. (Ind. Code § 6-1.1-17-3) Note: See October 22 for additional information.
November 8	Last day for units to submit their 2025 budgets, tax rates, and tax levies to the Department through Gateway as prescribed by the Department. (Ind. Code § 6-1.1-17-5) <i>If Ind. Code § 6-1.1-17-5.2 applies and the fiscal body overrides the veto of the adopted budget, the deadline is five (5) business days after the action to override the veto is taken.</i>
December 31	Last day for the Department to accept additional appropriation requests for the 2024 budget year from units as prescribed by the Department.
December 31	Deadline for Gateway submission of annual ERA abatement publication through Gateway File Transmission. (Ind. Code § 6-1.1-12.1-8) <i>Pertains exclusively to county auditors.</i>
January 15, 2025	Deadline for Gateway submission of second half 2024 tax distribution and settlement through Gateway DECAF – Form 22. (Ind. Code § 5-14-3.8-9) <i>Pertains exclusively to county auditors.</i>

Note:

Please review the Department’s annual Budget Calendar for other important and pertinent information regarding Pay 2025 Budget deadlines.

Ongoing Reporting Requirements:

Debt Management: Ind. Code § 5-1-18-6.

A political subdivision that issues bonds or enters into a lease after December 31, 2005, shall supply the Department with a debt issuance report not later than one (1) month after the date on which the bonds are issued or the lease is executed. However, if the bonds are issued or the lease is executed after September 30, the debt issuance report must be supplied no later than five (5) business days after the date of the issuance or execution.

Gateway File Transmission/Contract Upload: Ind. Code § 5-14-3.8-3.5(c).

A political subdivision that is a taxing unit (as defined in Ind. Code § 6-1.1-1-21) shall upload a digital copy of a contract to the Indiana transparency Internet website one (1) time if the total cost of the contract to the political subdivision exceeds fifty thousand dollars (\$50,000) during the term of the contract. This applies to all contracts for any subject, purpose, or term, except that a political subdivision is not required to upload a copy of an employment contract between the

political subdivision and an employee of the political subdivision. In the case of a collective bargaining agreement, the political subdivision shall upload a copy of the collective bargaining agreement and a copy of a blank or sample individual employment contract. A political subdivision shall upload the contract not later than sixty (60) days after the date the contract is executed. If a political subdivision enters into a contract that the political subdivision reasonably expects when entered into will not exceed fifty thousand dollars (\$50,000) in cost to the political subdivision but at a later date determines or expects the contract to exceed fifty thousand dollars (\$50,000) in cost to the political subdivision, the political subdivision shall upload a copy of the contract within sixty (60) days after the date on which the political subdivision makes the determination or realizes the expectation that the contract will exceed fifty thousand dollars (\$50,000) in cost to the political subdivision.