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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 974-1629

**TO: County Auditors**

**FROM: Jamie Bolser, Budget Division Director**

**SUBJECT: Submission of Annexation Information**

**DATE: July 24, 2024**

The Department of Local Government Finance (“Department”) issues this memorandum to remind county auditors of a reporting requirement as it relates to annexation ordinances filed within the county. This memorandum is for informative purposes only and is not a substitute for reading the law.

Per Ind. Code § 36-4-3-19(b) and Ind. Code § 36-4-3-22(a), respectively, the clerk of the municipality is tasked with filing an ordinance on an annexation or disannexation with the county auditor, among others. The county auditor shall forward a copy of any annexation ordinance filed by the clerk to the Department no later than August 1. This is in addition to the county auditor forwarding the ordinance to the offices identified in Ind. Code § 36-4-3-19(c)(1) through (7) and Ind. Code § 36-4-3-22(d)(1) through (7).

Please note that this is not a request for the assessed values associated with the annexation. The assessed values will be collected in the Annexation Report (State Form 56707) along with the certified net assessed values. This request is for a copy of the actual ordinance filed by the clerk.

The Department is requesting that each county auditor **no later than August 1** either:

1. Submit all annexation or disannexation ordinances filed between the dates of January 2, 2023, and January 1, 2024; or
2. Confirm that there were no annexations or disannexations filed between January 2, 2023, and January 1, 2024.

To submit ordinances to the Department or any questions about the memo, please contact your [Budget Division Field Representative](#).