

April 19, 2020

Below is an overview as well as a list of frequently asked questions regarding annual compliance needed for the local communities. For any immediate questions, please contact [Rachel Huser](#), Economic Development Manager, at the Boone EDC.

## Annual Compliance

### ***For Real Property Abatements***

CF-1 Real Property form must be filed each year for the length of the abatement (real and personal) with the local community and the County Auditor. Due date is between March 1 – May 15 annually.

### ***For Personal Property Abatements***

CF-1 Personal Property, 103 Long and 103 ERA forms to be filed with Assessor's office. CF-1 PP form should also be filed with the local community. Due date is between March 1 – May 15 annually.

- For this year only in 2020, the personal property forms to be filed with the Assessor's office have been granted an extension until June 15, 2020 as accordance with Indiana State Statue from the aftermath of COVID-19.

### ***Local Compliance***

The City of Lebanon's compliance form is to be filed online with the Boone County Economic Development Corporation each year an incentive is in place. Due date is May 15 annually.

## Frequently Asked Questions

*How do I Find my Taxing District Name and Number as asked in Section 1 of Taxpayer Information of the CF-1 forms?*

You will need to access the Boone County GIS system to discern the appropriate township and taxing district code on the Property Report Card. Then, you can access the Township Taxing District Associations here to discern the County Code and Township Code. Feel free to contact the Boone EDC for assistance on this.

*In Section 3 of the CF-1 forms, for both Personal Property and Real Estate Improvements, what is the difference between the employees and salaries as estimated on the SB-1 Form and Actual Results?*

This is inclusive of comparing what the Company estimated for salaries and employment figures on the Project's SB-1 form versus what the actual results are currently:

- The number of employees refers to the cumulative total of both new and retained/existing employees that were estimated to be employed at the facility and that are actually employed at the facility.
- The number of employees retained signifies the number of employees that remained or at the facility in question. This question is pertinent, especially, for any expansion projects where employment numbers were retained.
- The number of additional employees refers to the number of employees which were new as a result to the project in question.

Please, fill out at much information in this section as possible given the project.

*In Section 4 of the CF-1 forms, for both Personal Property and Real Estate Improvements, what is the difference between the cost vs. assessed value as estimated on the SB-1 Form and Actual Results?*

The purpose of this statement is to compare what was estimated on the SB-1 form(s), which were recorded during the abatement review and allocation process, to what the Company spent on the investment(s) (i.e., the cost) and what these value(s) are assessed at? Please, fill out at much information in this section as possible given the project.

*What additional attachments should I include?*

The Boone EDC recommends, if available, for companies to include copies of the Resolution pertaining to the abatement. Additionally, if the Statement of Benefits and Actual Results differ greatly, a written explanation would better help the Boone EDC during the compliance review process on behalf of the local communities.

*What is the County Assessor's mailing addresses for the personal property forms?*

Mailing Information for Assessor:  
[Boone County Assessor's Personal Property Office](#)  
ATTN: Sarita Koopman  
127 West Main St., Ste. 308  
Lebanon, IN 46052

*What is the County Auditor's mailing addresses for the real property forms?*

Mailing Information for Auditor:  
Boone County Auditor's Office  
RE: Real Property Abatement  
201 Courthouse Square  
Lebanon, IN 46052

*What are the Communities' mailing information for personal & real property forms?*

City of Lebanon  
Attn: Tonya Thayer, Clerk-  
Treasurer  
401 S. Meridian Street  
Lebanon, IN, 46052

Town of Whitestown  
Attn: Matt Sumner, Clerk-Treasurer  
6210 Veterans Drive  
Whitestown, IN 46075

Town of Jamestown  
Attn: Catrina Cook  
P.O. Box 165  
Jamestown, IN 46147

Town of Zionsville  
Attn: Finance & Records Office  
1100 W Oak Street  
Zionsville, IN 46077

As always, if you have any questions, please reach out to Rachel Huser, the project manager of Boone County's annual compliance for the communities, at the Boone EDC.

## Local Contacts

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765-482-0140  
127 West Main St., Ste. 308  
Lebanon, IN 46052  
[Online Staff Directory](#)

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