

March 2023

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 the [Boone EDC](#).

Please note, this is regarding compliance for **2023 payable 2024 based on results as of 1/1/2023**.

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.

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. If there are any discrepancies or significant changes to those estimated on the SB-1 Form and the actual results of the CF-1 forms, please note the reason why on the CF-1 Forms.

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.

For any personal property compliance reporting, specifically for the 103EL equipment list, the company MUST include the equipment list to show which assets they are claiming on the 103-ERA. This needs to include a description of the asset and the cost. This can be in the form of an excel spreadsheet that lists the asset name, function of asset, when it was purchased, value of asset, etc. For subsequent years, the Company only needs to include an equipment list if you are claiming new assets for that year. The Company does not need to re-report previously abated assets.

What if my Company purchased a building with an existing real property abatement in place?

It is the new building owner's responsibility to file the compliance if the abatement is in place. Should the SB-1 Form estimates differ from the current CF-1 actual results with the new owner, specifically as it relates to employment and/or wages, please note this on the CF-1 forms. This typically occurs when a real property abatement is transferred from an owner/ developer to the new building owner. The Boone EDC takes the new ownership into account in its recommendation.

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: Matthew Sumner
6210 Veterans Drive
Whitestown, IN 46075

Town of Jamestown

Attn: Lori Hieston
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 the [Boone EDC](#) for any questions.

Local Contacts

Molly Whitehead, Executive Director
Boone EDC
317-719-5268
Molly@BetterInBoone.org

Claire Collett, E&I Manager
Boone EDC
317-719-1990
claire@betterinboone.org

Boone County Assessor's Office
765-482-0140
127 West Main St., Ste. 308
Lebanon, IN 46052
[Online Staff Directory](#)

Boone County Auditor's Office
765-482-2940
201 Courthouse Square
Lebanon, IN 46052
[Office Staff Directory](#)