



Homestead Standard Deduction Audit Notice

Name
Or Current Occupant
Address
City, IN Zip Code

DATE 2016

RE: Parcel #

**YOU MUST RESPOND
WITHIN 30 DAYS**

Dear Taxpayer:

The Allen County Tax Office is conducting an audit to ensure that only persons eligible for a Homestead Standard Deduction receive the deduction. This audit covers the 2013, 2014 and 2015 tax years. Our records indicate that you are receiving, or have received at some time in the past three years, a deduction on the property listed in Part 1 of the enclosed Homestead Audit Questionnaire.

The Homestead Standard Deduction allows a property owner who occupies the property as his or her "primary residence" to receive a reduction in the amount of property tax levied on the property. A "homestead" is defined in law as IC 6-1.1-12-37 (k):

- (1) Property that is located in Indiana and consists of a dwelling and the real estate, not exceeding one (1) acre, that immediately surrounds that dwelling.
- (2) Property that is the principal place of residence of an individual.
- (3) Property that is owned by an entity that is not described in subsection (a)(2)(B).
- (4) The individual residing on the property is a shareholder, partner, or member of the entity that owns the property.
- (5) The property was eligible for the standard deduction under this section on March 1, 2009.

You may not claim a Homestead Standard Deduction if you or your spouse are claiming a similar property tax exemption, deduction, or credit for another property. To receive a Homestead Standard Deduction, an owner who occupies the property must claim the deduction by filing a State Form 5473 (Form HC10) or completing Part F of the Sales Disclosure Form with his or her local taxing office. In most cases, the form is filed by the property owner or a title company employee shortly after the real estate "closing" at which the property was purchased.

Please complete and return the enclosed Questionnaire and required documents **within 30 days** after the date on this letter. **The Questionnaire must be completed even if you no longer own the property detailed in Part 1 of the enclosed Questionnaire.** If the Questionnaire is not returned in a timely manner, the Homestead Standard Deduction on the above referenced property will be denied. **The denial of the Homestead Standard Deduction will require you to pay additional taxes and penalties for the years you improperly received the deduction benefit.**

If you have a question about how to complete the Questionnaire, please contact Crystal Jones at the Allen County Auditor's Office at (260) 449-7901, **between 8:30 a.m. and 5 p.m., Monday through Friday.** You may also e-mail your questions or your completed Questionnaire to acauditor@allencounty.us. Additional information on the Indiana Homestead Standard Deduction Program can be found on the web at www.in.gov/dlgf.

Thank you for your cooperation.

Sincerely,

Tera K. Klutz
Allen County Auditor
Enclosures: Homestead Standard Deduction Audit Questionnaire

**Disclaimer: E-mail is not a secure method of transmitting personal/confidential information. Ensure that the intended recipient's e-mail address is correct.*