



Here 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 Knox County Indiana Economic Development (KCIED) office. <https://knoxcountyindiana.com/>

Please note, this is regarding compliance for **2025 payable 2026 based on results as of 1/1/2025.**

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 Vincennes compliance form is to be filed online with the Knox County Council each year an incentive is in place. The 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 Knox County GIS system <https://knoxin.wthgis.com/> to discern the appropriate township and taxing district code on the Property Report Card. Then, you can access the Township Taxing District Associations <https://www.in.gov/dlgf/county-specific-information/knox/> to discern the County Code and Township Code.

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 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 as 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 as much information in this section as possible given the project.

What additional attachments should I include?

KCIED 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 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 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. KCIED takes the new ownership into account in its recommendation.

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

Mailing Information for Assessor:
Assessor's Personal Property Office
Attn: Robert Woodward
111 North 7th Street
Vincennes, IN 47591

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

Mailing Information for Auditor:
Knox County Auditor Office
Attn: Lisa Clark-Benock
111 North 7th Street
Vincennes, IN 47591

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

City of Bicknell

Attn: Amber Petty, Clerk-Treasurer
119 East 2nd Street
Bicknell, IN, 47512

Town of Wheatland

Attn: Mildred Rice
P.O. Box 219
Wheatland, IN 47597

Town of Decker

Attn: Penny Culp
P.O. Box 98
Decker, IN 47524

Town of Monroe City

Attn: Nancee Scott
P.O. Box 163
Monroe City, IN 47557

Town of Oaktown

Attn: Peggy Blann
P.O. Box 282
Oaktown, IN 47561

Town of Edwardsport

Attn: Patty Roark
306 South 4th Street
Edwardsport, IN 47528

Town of Bruceville

Attn: Devin S. Hagemeyer
P.O. Box 247
Bruceville, IN 47516

Town of Sandborn

Attn: Kellie Cazel
P.O. Box 135
Sandborn, IN 47578

If you have any questions, please reach out to KCIED for any questions.

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