



State Financial Services Division
Steve Bullock, Governor
John Lewis, Director

Application for Review of Claim Against a Local Government Entity

(All fields are required unless specified optional)

CONTACT INFORMATION			
Last Name		First Name	
Address		City	State Zip
Phone		Email <i>(opt.)</i>	

- Montana law (MCA §§ 2-7-524 and 7-6-4037) allows a person identified below to present a claim to the Department of Administration (DOA) for failure to comply with the local government entity’s fiduciary requirements, identified in Section 2 below. Please certify that you are one of the following.

By checking one or more of the boxes below, I certify that:

- I pay property taxes to the local government entity (LGE).
- I am an elected officer of the local taxing jurisdiction that collects from or distributes revenue to the LGE.
- I reside within the jurisdictional boundaries of the LGE and can demonstrate a specific personal and legal interest, as distinguished from a general interest, and have been or will be specifically and injuriously affected by the LGE’s failure of compliance.

- Applicants may submit only one form per claim.** I am presenting a claim against an LGE for noncompliance with one or more of the following within two years of the applicable deadlines (MCA §§ 2-7-523, 2-7-524, 7-6-4037, and 7-6-4038):

- adoption by resolution of a county, city, or town budget;
- submission of a county, city, or town annual operating budget to DOA;
- submission of a local government annual financial report to DOA;
- completion and submission of a local government audit or financial review to DOA;
- resolution of significant audit findings or implementation of corrective measures.

Statewide Accounting Bureau
Mitchell Bldg, Rm 255
P.O. Box 200102
Helena, MT 59620
406-444-3092

Financial Services Technology Bureau
Mitchell Bldg, Rm 295
P.O. Box 200102
Helena, MT 59620
406-444-3092

Local Government Services
Mitchell Bldg, Rm 255
P.O. Box 200547
Helena, MT 59620
406-444-9101

State Procurement Bureau
Mitchell Bldg, Rm 165
P.O. Box 200135
Helena, MT 59620
406-444-2575

CLAIM INFORMATION	
Local Government Entity Against Whom the Claim is Made	
Applicable Fiscal Years	Audit Finding Number(s) <i>(if applicable)</i>
CLAIM DETAILS	
APPLICANT'S SIGNATURE	
DATE	

Please submit the signed application form to Local Government Services' mailing or email address:
 PO Box 200547, Helena, MT 59620-0547 – or - LGSPortalRegistration@mt.gov.

FOR LOCAL GOVERNMENT SERVICES USE ONLY

Within 60 days of the receipt of a claim, DOA issued one of the following written determination (MCA §§ 2-7-524 and 7-6-4038):

- the LGE has not violated applicable requirements for a period of two years from the applicable deadlines.
- there is sufficient evidence of noncompliance for a period of two years from the applicable deadlines, and DOA will initiate technical assistance to help the LGE come into compliance. In these cases, DOA must within six months of issuing the written determination, issue a final written determination that either finds the LGE has come into compliance or there continues to be sufficient evidence of noncompliance.
- there is sufficient evidence of noncompliance by the LGE.

The law also provides that the DOA's failure to issue a written determination is to be considered a written determination that there is sufficient evidence of noncompliance.

AUTHORIZED SIGNATURE OF LOCAL GOVERNMENT SERVICES		
Date Application Received		
Determination Date		
Printed Name	Title	Date
Signature		