

## Tax Increment Financing Plan Reporting Form

This form is used to report a new TIF District to the OSA. It must be submitted to the OSA before the annual form for this district can be generated.

### Important Information for Completing SAFES Forms

The OSA has become aware of an issue affecting some reporting forms that are downloaded from the State Auditor's Form Entry System (SAFES), which could include this form.

**Please press the Ctrl, Alt, and F9 keys at the same time** to ensure that all calculations on your form are correct. Pressing these keys at the same time forces the form to recalculate and will resolve the issue. Please do this when you first open the form and again just before submitting the form, at a minimum.

Please feel free to contact us at [safes@osa.state.mn.us](mailto:safes@osa.state.mn.us) with any questions.

### What the red messages indicate

The red messages in the right margin of the form indicate that data must be entered or corrected before the reporting form can be submitted. Once the data has been entered or corrected, the red message will no longer be displayed.

The table below accurately reflects the number of red messages currently on your form. As you complete the form, refer to this table to see the number of red messages remaining to be filled/corrected before you can submit the form.

Tab Name	Red Messages Remaining
<a href="#">District Information</a>	36
<a href="#">Plan Estimates</a>	19
<b>TOTAL COUNT</b>	<b>55</b>

### Detailed instructions for completing this form

Detailed instructions on how to complete this form are available by clicking the link below.

[CLICK HERE for detailed reporting instructions](#)

### Statements of Position on TIF topics are available for reference

The Office of the State Auditor prepares Statements of Position to provide an educational resource to local governments, auditors and the public. Statements of Position are not legal advice and should not be relied upon in lieu of legal advice.

[CLICK HERE for a list of all TIF Statements of Position](#)

### Saving your files

Use the SAVE AS command and choose the location to save your files on your computer. Otherwise, they will be saved to a temporary location, making them difficult to locate when you are ready to upload.

### Do you have additional information?

A comment box is available at the end of the reporting form. Please use the comment box as needed to share information that may be pertinent to the reporting form. If your comment exceeds the space available on the reporting form, you may email the TIF Division to share the information.

[TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us)

**Wobegone EDA - TIF Plan Collection Form - - New District**

**Tax Increment Financing Plan Collection Form - New District**

**District Information**

1 TIF District Name:

2 Development Authority:

3 County Where TIF District is Located:  3a Multiple?  No

4 County Identification Number, if any:

5 Municipality Approving TIF District:

6 City/Town Where TIF District Is Located:  6a Multiple?  No

7 District Type:

8 If uncodified law, specify law:

9 For Economic Development districts only: (choose "N/A" for all other districts)

a Is the Small City Exception being used?  Select One

b Is the district used for a Workforce Housing Project?  Select One

10 Who drafted the TIF plan?

11 Other:

12 Is this TIF district in a fiscal disparities area?  Select One

If yes, indicate whether the fiscal disparities deduction is calculated under option

13 A (outside the district) or option B (inside the district).

**TIF Plan References**  
In this column, identify the first page or section of the TIF plan where the information is located.

**Original TIF Plan Information**

14 TIF Plan Approval Date:

15 Certification Request Date:

16 Certification Date:

**Hazardous Substance Subdistrict Information**

17 Did this plan create a hazardous substance subdistrict?  Select One

18 Hazardous Substance Subdistrict Certification Request Date:

19 Hazardous Substance Subdistrict Certification Date:

**Special Legislation**

20 Was any special legislation enacted for this district?  Select One

	A	B	C	D
	Year	Chapter	Article	Section
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**District Duration**

22 Anticipated month and year of first receipt of tax increment (MM/YYYY):

23 Has an election to delay the first receipt of tax increment been identified in the TIF Plan?  Select One

24 Required Decertification Date of the district is based on:

25 Required Decertification Date:

Wobegone EDA - TIF Plan Collection Form - - New District

TIF Plan Estimates - New District

**ESTIMATED TAX INCREMENT REVENUES**  
(from tax increment generated by the district)

1	Tax increment revenues distributed from the county		
2	Interest and investment earnings		
3	Sales/lease proceeds		
4	TIF Credits		
5	<b>Total Estimated Tax Increment Revenues</b>		<b>\$0</b>

**TIF Plan References**  
In this column, identify the first page or section of the TIF plan where the information is located.

**ESTIMATED PROJECT/FINANCING COSTS**  
(to be paid or financed with tax increment)

Project costs

6	Land/building acquisition		
7	Site improvements/preparation costs		
8	Utilities		
9	Other public improvements		
10	Construction of affordable housing		
11	Small city authorized costs, if not already included above		
12	Administrative costs		
13	<b>Estimated Tax Increment Project Costs</b>		<b>\$0</b>

Estimated financing costs

14	Interest expense		
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15	<b>Total Estimated Project/Financing Costs to be Paid From Tax Increment</b>		<b>\$0</b>
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**Estimated Financing**

16	Total amount of bonds to be issued		
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Comments (1,000 character limit):

17

