

# TIF Division Newsletter



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## 2012 TIF Annual Reporting Forms Available

The Office of the State Auditor (OSA) is pleased to announce that the 2012 TIF Annual Reporting Forms are now available online. The TIF Annual Reporting Forms and the Pooled Debt Forms (if applicable) are to be submitted to the OSA on or before **August 1, 2013**.

Updated instructions for the 2012 TIF Annual Reporting Form and other TIF forms can be found on the [Tax Increment Financing \(TIF\) Forms](#) page on the OSA website.

All TIF reporting forms and pooled debt forms must be downloaded and submitted to the OSA using the [State Auditor's Form Entry System \(SAFES\)](#). To access SAFES you must be an authorized user with an assigned username and password.

## SAFES Authorization

To become an authorized user, authority employees must contact our office. All others, including financial consultants, will need to arrange authorization through the particular authority or authorities for which access is needed.

Authority employees need not complete a SAFES User Authorization Form — please contact our office to arrange access if needed. Consultants and others, however, must complete a [User Authorization Form](#). The form must be signed by the authority and the requestor. It must then be submitted to our office.

Authorization expires at the end of each calendar year unless a shorter duration is provided. New forms must be submitted each year.

Please contact us at [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us) or at (651) 296-4716 if you have any questions about SAFES.

*(continued)*

**Verify SAFES Contact Information**

SAFES users must verify their contact information annually. New users must update and verify their information the first time they log in. You will not be able to proceed in SAFES until you verify your contact information.

Your contact information is located in the Contacts screen which is the first screen you will see after you log in. After updating your contact information, click the verify button located on the bottom right of the screen. If you are having trouble accessing SAFES, please contact our office.

**TIF Annual Forms to County/Municipality**

Authorities must provide copies of any submitted TIF Annual Reporting Forms to the County Auditor and the governing body of the municipality, if the authority is not the municipality.<sup>1</sup>

**TIF Statements of Position**

A new Statement of Position (SOP) titled [TIF Pooling](#) defines “pooling” and provides a summary of its current status in the TIF Act.

The SOP formerly titled “Pooling Restrictions and the Five-Year Rule” has been updated and retitled [TIF Five-Year Rule and Six-Year Rule](#).

<sup>1</sup> Minn. Stat. § 469.175, subd. 6 (b).

TIF Statements of Position can be accessed by going to our website at:

[www.auditor.state.mn.us](http://www.auditor.state.mn.us)

At the top of the page, choose “For Local Officials” then click “Statements of Position”

**TIF Division Staff**

If you have questions, please contact us:

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