

TIF Division Newsletter



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TIF Enforcement Deduction Reminder

The County Treasurer must complete and submit the [TIF Enforcement Deduction Form](#) to the Office of the State Auditor (OSA) by Friday, June 6, 2014. The report summarizes the transfers, from the county to MMB, of the deduction for enforcement costs made from May 2013 through April 2014. E-mail notifications regarding this reporting requirement were sent to counties on Monday, April 7, 2014. Questions regarding the form may be directed to Bob Odell by phone at (651) 296-4716 or by email at TIF@osa.state.mn.us.

Unfiled 2013 TIF Plans

The TIF Act requires authorities to file with the State Auditor and the Commissioner of Revenue a copy of all new and modified TIF plans within 60 days after the latest of: (i) the filing of the request for certification of the district; (ii) approval of the plan by the municipality; or (iii) adoption of the plan by the authority.¹

If a district was certified in 2013, and a TIF plan has not yet been submitted, it must be submitted now. The plans contain information necessary to generate the TIF Annual Reporting Forms that must be completed and submitted to our office by August 1, 2014. A TIF Annual Reporting Form must be filed each year, starting with the year that the county certifies the district.²

Plans can be submitted to the OSA by using the [State Auditor's Form Entry System \(SAFES\)](#). Please be sure to submit copies of only the final approved plan. If you have any questions, please call (651) 296-4716 or e-mail us at TIF@osa.state.mn.us.

(continued)

¹ Minn. Stat. § 469.175, subd. 4a.

² Minn. Stat. § 469.175, subd. 6b.

Important Notice: Windows XP and Office 2003

As of April 8, 2014, Microsoft no longer supports the Windows XP operating system or any of the programs in its Office 2003 software suite, which includes Word 2003 and Excel 2003.

Because of this, the State Auditor’s Form Entry System (SAFES) no longer accepts documents saved in the default file format created by Office 97 through Office 2003, which includes Excel files with the extension “.xls.”

2013 TIF Annual Reporting Forms will be posted in the Excel 2007 through 2013 default file format of “.xlsx.” The OSA recommends TIF authorities update their software and operating systems to protect against security issues. Available increment for administrative purposes may be used, as appropriate.

If you choose to use a program like OpenOffice, please contact the TIF Division to obtain an alternate version of the form and instructions for its submission.

TIF recorded on-line training videos are now available!

The videos can be found on our website at:

www.auditor.state.mn.us

The recorded training videos will include: (1) an education series covering basic to complex TIF subjects; (2) an instruction series covering TIF reporting; and (3) a special topics series covering special issues related to TIF.

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