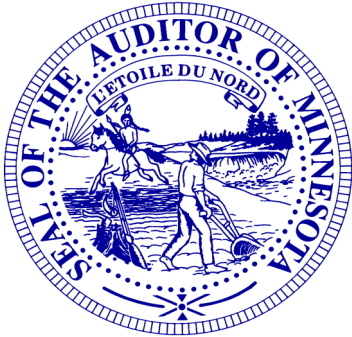


# TIF Division Newsletter



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Office of the State Auditor  
 Tax Increment Financing Division  
 525 Park Street, Suite 500  
 Saint Paul, MN 55103

(651) 296-4716  
 Fax: (651) 297-3689  
[TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us)  
[www.auditor.state.mn.us](http://www.auditor.state.mn.us)

## 2013 TIF Annual Reporting Forms Available

The Office of the State Auditor (OSA) is pleased to announce that the 2013 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, 2014**.

Updated instructions for the 2013 TIF Annual Reporting Form and other TIF forms can be found on the [Tax Increment Financing \(TIF\) Forms](#) page on the OSA website. 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. For development authority staff to become an authorized user, please contact TIF staff at (651) 296-4716. Consultants will need to arrange authorization through the development authority or authorities by completing a [User Authorization Form](#) and submitting it to the OSA.

## Notable Form Changes for 2013:

All checkboxes and radio buttons have been converted to drop-down selections.

On the Annual Reporting Forms, the previously locked Issue Amounts on the Debt Tab, Authorized Amounts on the Interfund Loans Tab, and Contract Amounts on the PAYG Tab are now unlocked and may be corrected if needed. On the Pooled Debt Form, the Issue Amount is also now unlocked to enable necessary corrections.

If a debt, interfund loan, or PAYG record was reported in a prior year in error, there are two options for making a correction. First, you may zero-out the record and comment that it was previously reported in error (adding a replacement record

if necessary). The record will continue to display, with zeroes, for at least the current year's form. Alternatively, you may contact us to arrange for the resubmission of forms going back to the year the record first appeared (but not before 2010) and this will eliminate the record from the form and provide accurate reports for prior years (back to 2010).

**Reminders:**

Do not cut, copy, or paste information into the reporting forms.  
SAVE the reports to your system after downloading from SAFES.

Questions or problems concerning TIF Forms may be directed to TIF staff at [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us).

**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 TIF staff.

**TIF Enforcement Deduction Reminder**

The County Treasurer must complete and submit the [TIF Enforcement Deduction Form](#) to the 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](mailto:TIF@osa.state.mn.us).

**New TIF Educational Video**

A new TIF educational video has been posted on the OSA web-site. The video is entitled "TIF District Types" and provides information about the types of TIF districts in Minnesota.

If you have any suggestions for topics for future videos, please contact Bob Odell at 651-296-4716 or e-mail [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us).

*(continued)*

TIF recorded on-line training videos are now available!

The videos can be found on our website at:

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

**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 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”

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

**TIF Division Staff**

If you have questions, please contact us:

Jason Nord  
Assistant State Auditor/TIF Director  
(651) 296-7979  
[Jason.Nord@osa.state.mn.us](mailto:Jason.Nord@osa.state.mn.us)

Kurt Mueller  
TIF Auditor  
(651) 297-3680  
[Kurt.Mueller@osa.state.mn.us](mailto:Kurt.Mueller@osa.state.mn.us)

Robert Odell  
TIF Administrator  
(651) 296-4716  
[Robert.Odell@osa.state.mn.us](mailto:Robert.Odell@osa.state.mn.us)

Barbara Lerschen  
TIF Analyst  
(651) 284-4134  
[Barbara.Lerschen@osa.state.mn.us](mailto:Barbara.Lerschen@osa.state.mn.us)

Lisa McGuire  
TIF Auditor  
(651) 296-9255  
[Lisa.McGuire@osa.state.mn.us](mailto:Lisa.McGuire@osa.state.mn.us)