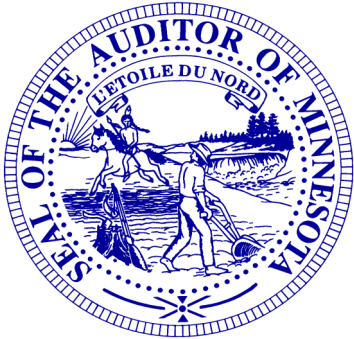


TIF Division Newsletter



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Annual Reporting Forms Due August 1, 2016

2015 TIF Annual Reporting Forms must be submitted to our office on or before August 1, 2016 using the [State Auditor Form Entry System \(SAFES\)](#). For information on using SAFES, please watch this [training video](#).

Instructions, sample forms, and videos on how to fill out and submit TIF reporting forms are available on the Office of the State Auditor (OSA) website under the heading “Resources for Completing Forms” on the [TIF Forms](#) page. If you have questions, please contact us at 651-296-4716 or TIF@osa.state.mn.us.

Verify Accurate First Receipt and Decertification Dates

TIF Authorities report the month and year of first receipt of increment and the required decertification date for each TIF district on their annual reporting forms. Typically, the first receipt date is initially reported as the anticipated date that first receipt will occur. This information is then prepopulated in subsequent years’ forms.

Please be sure to review this information on the form. Once first receipt of increment occurs, update the date and the corresponding required decertification date to reflect the actual first receipt date. To avoid possible problems, check with the county to ensure that these dates are accurate. If the wrong dates are maintained by either the TIF Authority or county, the district may decertify earlier than expected or later than what is allowed.

TIF Videos

TIF Videos are available on the State Auditor’s website

Education Series

[Introduction to TIF](#)

[The History of TIF and Why It Matters](#)

[TIF District Types](#)

[TIF Pooling](#)

[Excess Increments vs. Excess Taxes](#)

Instruction Series

[Completing the Pooled Debt Form](#)

[Completing the TIF Annual Reporting Form](#)

[Completing the TIF Plan Collection Form for New Districts](#)

[Completing the TIF Plan Collection Form for Modified Districts](#)

Decertified District Form Reminder

Some districts that were scheduled to decertify in 2015 have not yet had their [Confirmation of Decertified TIF District Form](#) submitted. Decertification is the termination of a TIF district which occurs when the county auditor removes all parcels from a district, and the district no longer receives tax increment.

When a district is decertified, the confirmation form should be submitted to the OSA within 90 days. The authority initiates the form by completing part A; the county completes part B. However, the authority is ultimately responsible for ensuring the completed form is submitted to the OSA.

The form verifies that the authority and county are in agreement that a district is decertified. It also confirms the date on which it was decertified, the amount and date of the final distribution, and whether any increment was returned to the county as of the date of the form.

Submission of the form should not be delayed for increment that is expected to be returned after the form has been submitted. Increment that is returned after the form has been submitted is to be reported on the TIF Annual Reporting Form.

If a district is decertified early, a copy of the resolution authorizing the early decertification must be submitted to the OSA.

TIF Division Staff

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