

TIF Division Newsletter



Timely TIF Plan Filing Avoids Problems

The TIF Act requires authorities to file a copy of all new and modified TIF plans with the OSA and the Commissioner of Revenue within 60 days after the latest of:

1. The filing of the request for certification of the district;
2. Approval of the plan by the municipality; or
3. Adoption of the plan by the authority.

The filing of the TIF plan with the OSA triggers the generation of the annual reporting form for the district.

Authorities should verify that TIF plans for any new districts created in 2016 have been submitted in order to ensure timely annual reporting in 2017. Failure to submit timely and accurate annual reports can result in suspension of distribution of tax increment.

Plans can be filed via the [State Auditor Form Entry System \(SAFES\)](#). If you have questions, please call 651-296-4716 or e-mail us at TIF@osa.state.mn.us.

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Authorization for Consultants to Access SAFES

All consultants and non-authority employees who have a need to access the State Auditor’s Form Entry System (SAFES) must annually file an authorization form with the OSA. The [authorization form for 2017](#) is now available for downloading and can be submitted by e-mail, fax, or US mail.

Authorization for employees of authorities does not expire. If an employee of an authority does not have current access to SAFES and needs it, please contact our office.

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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](#)

Verify SAFES Contact Information Each Year

Current and new SAFES users need to verify their contact information at their first login each year. Users will not be able to proceed in SAFES until the contact information is verified.

Contact information is located on the “Contacts” screen, the first screen you see after you log in. After updating your contact information, click the “Verify” button located on the bottom right. If you are having trouble accessing SAFES, please contact our office.

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