

TIF Division Newsletter



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Updated Plan Collection Forms Now Available

The TIF Plan Collection Form for New Districts and TIF Plan Collection Form for Modified Districts have been updated to include a question regarding the use of the workforce housing option for economic development districts. Please make sure you have downloaded and completed the latest version of the appropriate form when submitting new or modified TIF plans.

The forms and written instructions can be found on the [TIF Forms](#) page of the Office of the State Auditor (OSA) website; videos with instructions for completing the forms can be found on the [Training Opportunities](#) page. If you have any questions about the forms or the instructions, please contact us at 651-296-4716 or at TIF@osa.state.mn.us.

Certification Request Dates and Certification Dates

A TIF district's certification request date (CRD) is as important as its certification date (CD). Various provisions of the TIF Act are tied to one or the other.

The CRD is the postmark date or the date of hand delivery of the request for certification to the county. For requests made by electronic transmission, including fax and e-mail, the CRD is the date of transmission. An authority should retain documentation to substantiate this date.

The CD is the actual date on which the county auditor signed and dated the certification of the ONTC. The authority and the county should agree on the CRD and CD.

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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](#)

TIF Pooled Debt Form

Authorities must submit a Pooled Debt Form to the OSA for each outstanding pooled debt. The form must be submitted annually along with the TIF Annual Reporting Forms by August 1st. Authorities must notify our office to have a form generated for any new pooled debts; we recommend you do so soon to enable a new form to be available when Pooled Debt Forms and TIF Annual Reporting Forms are posted in the State Auditor Form Entry System (SAFES) in May.

A pooled debt is any bond or other financial obligation to which tax increment from two or more TIF districts have been pledged to pay, or are used to pay, debt service payments. In addition, if multiple TIF districts receive proceeds from a single TIF bond this form is required, even if only one district is pledged and making payments. Pooled debt may include general obligation bonds, revenue bonds, external loans, interfund loans, notes, and PAYG contracts. If a pooled debt is refunded, a new Pooled Debt Form should be submitted for the refunding bond.

The following are examples of bonds or other financial obligations that are **NOT** considered “pooled debt” for purposes of the Pooled Debt Form:

- If a single bond issue has been divided into several series and the tax increment from a single TIF district is pledged to a series, then the series is not considered a pooled debt, unless tax increment from more than one TIF district actually is used to pay debt service on that series.
- If a bond or other financial obligation is backed by tax increment from a single TIF district and a non-tax increment revenue source, then it is not considered a pooled debt, unless tax increment from more than one TIF district actually is used to pay debt service on the bond.

If you need a Pooled Debt Report created, or you have any questions concerning pooled bonds, please contact our office.

TIF Division Staff

If you have questions, please contact us:

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