

TIF Division Newsletter



Inside this issue:

2018 TIF Training for Development Authorities	1
2017 TIF Annual Reporting Forms Now Available	1
Important Notice for 2017 TIF Reporting	2
What's New for 2017 TIF Reporting	2

2018 TIF Training for Development Authorities

The Office of the State Auditor (OSA) is pleased to announce upcoming TIF training sessions for development authorities.

The training will focus on TIF basics, laws and limitations, administration, and reporting. There is no cost to attend the training. Sessions will be offered at the following dates and locations from 1:00 p.m. to 4:30 p.m., except the Mankato session will be held from 12:30 p.m. to 4:00 p.m.:

- **Monday, July 9 in Eagan**
- **Wednesday, July 11 in Waite Park**
- **Wednesday, July 18 in Mankato**
- **Tuesday, July 24 in Bemidji**

[Click here for more information and to register.](#) Space is limited, and registration closes on **June 29th**. If you have any questions, please contact Jason Nord at (651) 296-7979.

2017 TIF Annual Reporting Forms Now Available

The 2017 Tax Increment Financing (TIF) Annual Reporting Forms are now available for downloading from the [State Auditor's Form Entry System \(SAFES\)](#). TIF Annual Reporting Forms and Pooled Debt Forms must be submitted through SAFES on or before **August 1, 2018**.

Please see the next page for an important note about the forms and changes for 2017.

Form instructions, sample forms, and training videos can be found on the [TIF Forms page of the OSA website](#).

If your entity needs to authorize a consultant as a SAFES user for reporting purposes, you must complete the [SAFES User Authorization Form](#) and submit it to the OSA. The form must be resubmitted annually.

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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](#)

Important Notice for 2017 TIF Reporting

The OSA has become aware of an issue affecting some reporting forms that are downloaded from the State Auditor's Form Entry System (SAFES).

Until further notice, we are asking that when completing a reporting form downloaded from SAFES, **please press the Ctrl, Alt, and F9 keys at the same time** to ensure that all calculations on your form are correct. Pressing these keys at the same time forces the form to recalculate and will resolve the issue. We recommend you do this twice (at a minimum): after you first open the form and again just before submitting the form. If you have already downloaded a form and have begun working on it, do this the next time you open the form and again before submitting it.

Please feel free to contact us at safes@osa.state.mn.us with any questions.

What's New for 2017 TIF Reporting

The only change to the 2017 form is on the Overview Tab, where Line 6 has been expanded to identify whether an economic development district is being used for a Workforce Housing Project. The 2017 Legislature authorized the use of economic development districts for such projects for districts requesting certification after June 30, 2017.

Be sure to review net tax capacity data on the District Information Tab. We have noted a few instances of inconsistent data due to external changes in reporting procedures for the source data.

TIF Division Staff

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