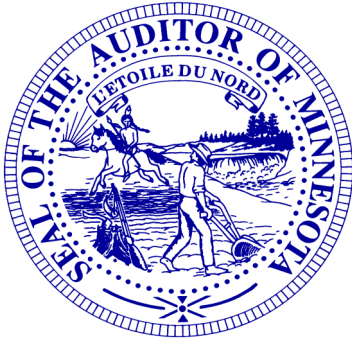


# TIF Division Newsletter



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## Annual Reporting Forms Due August 1, 2014

The 2013 TIF Annual Reporting Forms must be submitted electronically on or before August 1, 2014, using the [State Auditor Form Entry System \(SAFES\)](#). For more information on the use of SAFES, please watch this [training video](#).

Detailed instructions on how to fill out and submit TIF reporting forms and copies of sample forms can be found under "Resources for Completing Forms" on the [TIF Forms](#) page of the web site. If you have any reporting or SAFES questions, please contact Bob Odell at 651-296-4716, or by email at [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us).

## 2014 County TIF Training

Confirmation e-mails were sent to everyone that registered for the 2014 County TIF Training. If you registered for a training session and did not receive a confirmation email, please contact Bob Odell at (651) 296-4716.

If you have any other questions about the training or, after having registered, will not be able to attend, please let us know.

Sessions are scheduled for the following dates and locations:

Wednesday, July 16, 2014, in Shakopee  
Thursday, July 17, 2014, in Backus  
Tuesday, July 22, 2014, in Waite Park  
Wednesday, July 23, 2014, in Mankato

Each session will be held from 1:00 pm to 4:30 pm. Click [here](#) for more information on the training sessions.

There is still plenty of space at each location. If you have not registered and would like to attend, please contact our office or complete and submit a registration form.

**Decertified TIF District Form Reminder**

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)

The recorded training videos will include: (1) an education series covering basic to complex TIF subjects; (2) an instruction series covering TIF reporting; and (3) a special topics series covering special issues related to TIF.

The OSA has not yet received a [Confirmation of Decertified TIF District Form](#) from some districts that were scheduled to decertify in 2013. 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.<sup>1</sup> 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, then the county must complete 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.

Increment that is expected to be returned after the form has been submitted should not delay submission of this form. Increment that is returned after the form has been submitted is 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.

**Corrections on TIF Reports**

Prepopulated information in a TIF report may be changed. If the information to be changed is in a field that is not locked, make the change and make a comment in the report regarding the change. Be aware that changing information in one cell may affect information in cells elsewhere in the report. Please refer to our [detailed instructions](#) to see which cells are affected by others. If a cell is locked, make a comment and we will work to update the information. If a report needs to be re-submitted, please contact the TIF Division.

<sup>1</sup> Minn. Stat. § 469.174, subd. 28.

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