

# TIF Division Newsletter



## Inside this issue:

2016 TIF Annual Reporting Forms Available	1
2017 County TIF Training	1
Items to Note for 2016 TIF Reporting	2

## 2016 TIF Annual Reporting Forms Available

The 2016 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, 2017**.

Form instructions, sample forms, and training videos can be found on the [TIF Forms page of the OSA website](#). Changes to the 2016 forms and important reminders are covered in a new training video.

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.

## 2017 County TIF Training

The OSA is pleased to announce that the TIF Division will be conducting County TIF Training sessions this summer at four locations across Minnesota.

The training will focus on the roles and responsibilities of counties in TIF. Sessions will be offered at the following dates and locations from 1:00 pm to 4:00 pm:

- Tuesday, July 11, 2017, in Hastings;
- Wednesday, July 12, 2017, in Marshall;
- Thursday, July 13, 2017, in Cambridge; and
- Monday, July 17, 2017, in Moorhead

More information and session information can be found [here](#). Registration ends June 30th. If you have any questions, please contact Jason Nord at (651) 296-7979.

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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](#)

**Items to Note for 2016 TIF Reporting**

When completing 2016 reporting, TIF authorities should pay particular attention to three issues that were the source of reporting errors on the 2015 annual forms: missed reporting of non-TIF bonds; misuse of the new “Other” line on the Revenue and Expense Tab; and incorrect reporting of interfund loans. Here are some guidelines for correctly reporting in these areas:

• **Reporting Payments on “Non-TIF” Bonds**

If a bond is not secured by a pledge of increment from any TIF district, it is considered a “non-TIF” bond. Special Assessment bonds in housing districts are often considered “non-TIF” bonds. Payments of tax increment toward the debt service of non-TIF bonds should be reported on the Debt Tab.

• **Reporting Non-TIF Revenue on the “Other” Line**

A new line was added to the Revenue and Expense Tab to address specific, “other” sources and uses. This line is limited to write-offs or write-downs of interfund loans; unrealized gains or losses associated with land held for resale; and other, explained uses of TIF revenue that don’t fit into any other category. Sources or uses that are not tax increment should not be reported on these TIF-only reports, and should be removed if they have been reported.

• **Reporting Interfund Loans**

Interfund loans should be reported on the Interfund Loan Tab of the TIF report with the corresponding costs reported on the Project Costs Tab. Interfund loans should not be reported as an account payable.

**TIF Division Staff**

If you have questions, please contact us:

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