

# TIF Division Newsletter



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## Information for Individuals Completing the 2007 TIF Reports

### 2007 TIF Reports

The 2007 TIF reporting forms were posted on our website on May 1, 2008. The new 2007 TIF Reporting forms can be found at <https://www.auditor.state.mn.us/safes>. All TIF representatives were sent an email on May 1st with information regarding the 2007 TIF reporting forms. The completed forms must be uploaded by Friday, August 1, 2008. We strongly urge authorities not to wait until the last week to upload their reporting forms. If you are the TIF representative and you have not received information regarding the 2007 TIF reporting forms, please contact our office as soon as possible.

### New TIF Districts

If you have a new district, non-district or pooled debt reporting form that needs to be created, please notify our office as soon as possible. It may take a few days to have the form available on our website. If you request a form on July 31st, it may not be available before the statutory reporting deadline.

### Important Reminders

Please do not cut, copy, or paste information in the reports. An error message will appear and as a result the report will not be accepted. If this happens, you will need to download the report again to complete it. It is important to select SAVE when the message appears when downloading reports onto your computer. The reports will not save automatically. Selecting OPEN from the message will not allow any of the changes to be saved. It is only for viewing purposes.

When you open the reports, you should receive a message box asking whether you want to enable the macros. If you do not receive this message, then your security level is set too high and you will not be able to add extra lines when needed. Sometimes the question is a Yes / No inquiry. In order to change your security level for completing these forms, please do the following:

1. Save the report if you have already starting making entries or changes.
2. Close the report except leave Excel open.
3. With Excel open, go to Tools – Macros – Security and change to Medium.
4. Now open the report and you should receive the Enable Macro message on each report. Always select enable macros or if a Yes / No inquiry, always select 'yes'.