

# TIF Division Newsletter



## TIF Staff

Arlin Waelti (651) 296-7979  
Arlin.Waelti@state.mn.us

Marsha Pattison (651) 296-4716  
Marsha.Pattison@state.mn.us

Lisa McGuire (651) 296-9255  
Lisa.McGuire@state.mn.us

Kurt Mueller (651) 297-3680  
Kurt.Mueller@state.mn.us

Suk Shah (651) 296-7001  
Suk.Shah@state.mn.us

Travis McGlothlen (651) 297-8342  
Travis.McGlothlen@state.mn.us

Kelsey Gregory (651) 284-3542  
Kelsey.Gregory@state.mn.us

Office of the State Auditor  
Tax Increment Financing Division  
525 Park St., Suite 500  
St. Paul, MN 55103

Phone: (651) 296-4716  
Fax: (651) 297-3689  
tifdivision@auditor.state.mn.us

[www.auditor.state.mn.us](http://www.auditor.state.mn.us)

## 2006 TIF Reports

The TIF Division is currently busy fielding phone calls and email inquiries from authority representatives filling out their 2006 TIF Reports, due **August 1, 2007**. Below are some helpful hints for completing the 2006 TIF Reports, hints that have assisted other authority representatives, as well as changes that occurred with respect to the 2006 reporting forms. Please feel free to contact our office if you have additional questions or concerns.

### Printing the 2006 TIF District Report

Selecting the print option or clicking the print icon will print only the page you are in, except for the excess increment report. Control-P will print the 5 pages of the TIF District Report, Annual Disclosure Statement and the Excess Increment Report *instructions*. To print the excess increment *page*, highlight the report and then go to the file menu - Print Area - Set Print Area. There has also been a problem printing the decertification confirmation form. In order to print this form to one page, go to the File menu - Page Setup and adjust the scaling to 75%.

### Market Value Homestead Credit

The 2006 Market Value Homestead Credit (MVHC) amount did not update on the TIF District Reports as anticipated. You will have to update it. In January, our office e-mailed the MVHC spreadsheet from the Department of Revenue to authorized TIF representatives that were on file with our office. If you are completing the reports and do not have this information, the spreadsheet can be found at the following link: [http://www.taxes.state.mn.us/taxes/property\\_tax\\_administrators/other\\_supporting\\_content/tifmvhcredit06.shtml](http://www.taxes.state.mn.us/taxes/property_tax_administrators/other_supporting_content/tifmvhcredit06.shtml) or by contacting our office.

### Locked Fields

Certain fields are locked because the information does not change annually and is critical to the operation of the district. Most of the information reported on page 1 of the TIF District Report will be locked. However, if the TIF Authority is completing a new district report, and the information on page 1 is blank, the TIF Authority will be able to enter the required information.

As was the case for last year's reports, column A on Page 3 of the TIF District Report will remain locked. This column contains the original TIF-plan budget and should not be adjusted annually. This year column B on Page 3, which contains the cumulative modified TIF-plan budget, will also be locked. This was done to assure that the TIF districts already reviewed by our office are not randomly changed.

If the TIF Authority needs to make changes to any of the locked fields on the 2006 TIF District Report, including modification changes to column B, page 3, please notify our office by email, phone or by noting the change in the comment box on page 5 of the reports. Please send contact information changes by email.

### New TIF Districts

If you have a new district, non-district fund or pooled debt issue that needs to be reported, but there is not a report available, please contact the TIF Division so a report can be created for you. The fields on the new reports are all unlocked if no data is entered. Any fields *with data* that are required to be locked are locked.