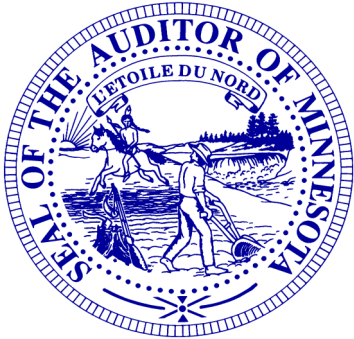


TIF Division Newsletter



Inside this issue:

Timely Filing of TIF Plans Reminder	1
Correction of TIF Errors	1
Decertified TIF District Form Reminder	2

Timely Filing of TIF Plans Reminder

The TIF Act requires authorities to file with the State Auditor and the Commissioner of Revenue a copy of all new and modified TIF plans within 60 days after the latest of: (i) the filing of the request for certification of the district; (ii) approval of the plan by the municipality; or (iii) adoption of the plan by the authority.

When TIF plans and modifications are not filed in a timely manner, the required TIF Annual Reporting Forms cannot be generated.

Plans can be submitted to the Office of the State Auditor (OSA) by using the [State Auditor's Form Entry System \(SAFES\)](#). Please be sure to submit copies of the final approved plan only. If you have any questions, please call 651-296-4716 or e-mail us at TIF@osa.state.mn.us.

Correction of TIF Errors

If an error or mistake occurs in the administration of a TIF district, the TIF Act allows a county auditor to correct many types of errors or mistakes without having to seek special legislation.

After notifying the authority and municipality, in writing, at least 30 days before taking any action the county auditor may correct an error by taking one or more of the following actions:

1. Certify the original tax capacity of affected parcels at the appropriate value for a later taxes-payable year and extend the duration of the district, in whole or in part, to compensate;
2. Recertify the affected parcels and extend duration of the district, in whole or in part, to compensate;
3. Recertify or correct the original tax capacity rate for the district;

(continued)

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

(651) 296-4716
Fax: (651) 297-3689

www.auditor.state.mn.us

4. Adjust the tax rates of one or more of the taxing districts imposing taxes in the TIF districts for one or more years to recoup amounts advanced by the county or other entity to the authority to replace the reduced increments; or
5. Take other appropriate action so that the amount of increment compensates for or offsets the error or mistake and correctly reflects application of the law.

Please remember County Auditors must notify the Commissioner of Revenue and the State Auditor of any corrections made.

For more information regarding correction of TIF errors, please see our Statement of Position entitled [Correction of TIF Errors](#).

Decertified TIF District Form Reminder

Decertification terminates a TIF district and occurs when the county auditor removes all parcels from a district and the district no longer receives tax increment. When a district is decertified, a [Confirmation of Decertified TIF District Form](#) must be submitted to the OSA. The authority initiates the form by completing part A, then the county must complete part B. 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 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.

Please submit these Forms within 90 days after decertification. 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 decertification must be submitted to the OSA.

TIF recorded on-line training videos are now available!

The videos can be found on our website at:

www.auditor.state.mn.us

TIF Division Staff

If you have questions, please contact us:

Jason Nord
Assistant State Auditor/TIF Director
(651) 296-7979
Jason.Nord@osa.state.mn.us

Kurt Mueller
TIF Auditor
(651) 296-3680
Kurt.Mueller@osa.state.mn.us

Robert Odell
TIF Administrator
(651) 296-4716
Robert.Odell@osa.state.mn.us

Barbara Lerschen
TIF Analyst
(651) 296-4134
Barbara.Lerschen@osa.state.mn.us

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