

TIF Division Newsletter



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2011 TIF Annual Reporting Forms Available

The Office of the State Auditor (OSA) is pleased to announce that the 2011 TIF Annual Reporting Forms are now available online. The TIF Annual Reporting Forms and the Pooled Debt Forms (if applicable) are to be submitted to the OSA on or before **August 1, 2012**.

To access the 2011 TIF Annual Reporting Form, log into the [State Auditor's Form Entry System \(SAFES\)](#). You must be an authorized SAFES user with an assigned username and password. Click the "forgot password" link to reset or set-up a password. For instructions on how to reset your password, check [Frequently Asked Questions](#). For information on how to use SAFES, watch this 5 minute [on-line training video](#).

Detailed instructions for the TIF Annual Reporting Form and for the other TIF forms can be found in [TIF Forms](#) on the OSA web-site. Please contact the OSA via e-mail at TIF@osa.state.mn.us with questions or concerns about the forms or about SAFES.

Sample TIF Forms Posted

Printable PDF copies of sample TIF forms are now available on the OSA web-site. These sample forms are designed to be used along with the form instructions as an aid in completing the actual TIF reporting forms. Click here to find the [sample forms](#) on the OSA web-site. The OSA will not accept sample forms for filing purposes. All TIF reports must be submitted to the OSA using SAFES.

TIF Plan Submission Reminder for New and Modified Districts

The process for submitting new TIF plans and TIF plan modifications has been updated. Development authorities are required to complete and submit to the OSA the appropriate form for each new or modified TIF district, with a PDF of the corresponding plan. Separate forms for new and modified TIF districts can be found on SAFES. If the development authority has not yet authorized a representative to file its forms on SAFES, it may do so by completing the [SAFES Authorization Form](#).

The completed new or modified TIF form and a PDF of the corresponding TIF plan must be uploaded on SAFES all together, at the same time. The new or modified TIF form (in excel) is submitted first, with the PDF of the TIF plan attached behind. TIF plans must be submitted as PDF documents and only one PDF document may be submitted. If the development authority has multiple documents to submit (i.e. approving resolutions, meeting minutes, TIF plans, etc.), all the documents must be combined into one PDF document.

Detailed instructions on how to complete and submit the form and the PDF document can be found on the OSA website under Tax Increment Financing (TIF) Forms, [Resources for Completing Forms](#). Please call or e-mail us at TIF@osa.state.mn.us with any questions or concerns.

SAFES Authorization

All TIF reports and plans must be submitted to the OSA using SAFES. If a development authority uses an auditor or consultant to submit TIF reports or plans, a signed authorization form must be submitted to the OSA. A current [User Authorization Form](#) must be on file with the OSA. The form must be completed and signed by both the development authority and by the auditor or financial consultant before being submitted to the OSA.