

# TIF Division Newsletter



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## Annual Reporting Forms Due August 1

Authorities must submit 2017 TIF Annual Reporting Forms to the Office of the State Auditor (OSA) using the [State Auditor Form Entry System \(SAFES\)](#) on or before August 1, 2018.

Instructions, sample forms, and videos on how to fill out and submit TIF reporting forms are available under the heading "Resources for Completing Forms" on the [TIF Forms](#) page of the OSA website. If you have any questions, please contact us at [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us).

## Making Corrections on TIF Reports

Authorities should review all the prepopulated information on TIF Annual Reporting Forms to determine if any corrections are necessary. If a cell containing prepopulated information is not locked, simply make the correction in the cell and add a comment in the report to explain the change. If a cell is locked, explain the need for a change in a comment, and we will work to update the information.

Be aware that changing information in one cell may affect information in cells elsewhere in the report. Please refer to our [detailed instructions](#) to see which cells would be affected by changing information. If a report needs to be re-submitted, please contact us at [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us).

## Providing Copies of Completed TIF Forms

As a reminder, authorities must provide copies of completed TIF Annual Reporting Forms to the county auditor and, if the authority is not the municipality, to the municipality's governing body.

**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](#)

**When Can an Authority Stop Filing Annual TIF Reports?**

Each year we receive questions concerning when an authority can stop filing annual TIF reports.

The TIF Act provides that reporting requirements for a TIF district continue until: 1) the district is decertified, and 2) all tax increment revenue has been expended or returned to the county auditor and no assets remain on the balance sheet. It is common for tax increment or assets to remain after decertification and for reporting to continue.

The OSA must receive a [Confirmation of Decertified TIF District Form](#) to conclude that reporting is no longer required. When submitting this form to the OSA, remember to include a copy of the resolution decertifying the district if the district is decertified before its required decertification date.

**Reporting “Non-TIF” Bonds**

The Debt Tab of the Annual Reporting Form allows development authorities to report “non-TIF bonds.” This debt type (type “D”) should be selected in column B of the debt table when applicable. When selected, the form will require slightly different data entry. Please see the detailed [Annual Reporting Form instructions](#) for further details.

A “non-TIF bond” is one not secured by a pledge of increment from any TIF district. A development authority must be able to establish that the use of tax increment to pay debt service on a non-TIF bond is legally authorized. One example of permissible tax increment usage for a non-TIF bond has been in housing districts, where increment has been used to pay debt service on improvement bonds backed by special assessments, averting the need for the special assessments and making the units affordable.

Development authorities should take note that non-TIF bonds are not obligations of a TIF district in the same manner as a TIF bond to which tax increment is pledged for the bond’s payment.

**TIF Division Staff**

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