



State Auditor  
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# OFFICE OF THE STATE AUDITOR

## *E-Update*

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February 8, 2013

1. Available: 2012 Pension Reporting Forms
2. Deadline: Supplemental Benefit Reimbursement Forms
3. Deadline: Forfeiture Reporting
4. Revised: Statement of Position on TIF
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### **1. Available: 2012 Pension Reporting Forms**

The 2012 reporting-year forms for volunteer fire relief associations are now. The forms are due by March 31, 2013, for relief associations with less than \$200,000 in assets and liabilities, or by June 30, 2013, for relief associations with assets or liabilities that exceed this statutory threshold. After a relief association exceeds the \$200,000 statutory threshold, it must have an audit prepared and maintain the June 30 reporting deadline, even if the relief association's assets and liabilities subsequently drop below the threshold.

Detailed instructions for accessing the reporting forms, along with helpful hints for completing them, can be viewed at:

[http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf\\_infoandhelpfulhints.pdf](http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_infoandhelpfulhints.pdf)

An updated Key Reporting Requirements calendar, which lists each form that relief associations must submit and the forms' due dates, is now available. The calendar, which includes links to the forms, can be found at:

[http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf\\_requirements.pdf](http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_requirements.pdf)

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### **2. Deadline: Supplemental Benefit Reimbursement Forms**

Supplemental Benefit Reimbursement (SBR) Forms are due by February 15, 2013 from volunteer fire relief associations seeking reimbursement of any supplemental benefits paid

during 2012. Copies of the SBR Form, instructions, and a sample form are available on the Department of Revenue's website at:

[http://www.revenue.state.mn.us/local\\_gov/prop\\_tax\\_admin/Pages/sbr.aspx](http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/sbr.aspx).

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### **3. Deadline: Forfeiture Reporting**

February 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of January. To report final disposition of forfeitures, please go to:

<https://www.auditor.state.mn.us/safes/>.

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### **4. Revised: Statement of Position on TIF**

The Statement of Position entitled TIF Bond Financing of Project Costs has been revised for readability and to discuss the use of pooled increments to pay debt service on bonds. To view the complete Statement, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20120807.002>.

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### **5. Avoiding Pitfalls: Surety Deposits for Non-Minnesota Construction Contractors**

Minnesota entities contracting for construction work with an out-of-state contractor must “deduct and withhold eight percent of cumulative calendar year payments to the contractor which exceed \$50,000.” Amounts withheld are deposited with the Minnesota Commissioner of Revenue as a “surety to guarantee payment of income, franchise, withholding, and sales and use taxes of the contractor.”

This requirement may be waived by the Commissioner of Revenue. In order to obtain an exemption, the out-of-state contractor must obtain Department of Revenue approval by filing Form SDE, *Exemption from Surety Deposits for Non-Minnesota Contractors*. The form explains when an exemption may be approved. The form is available on the Department of Revenue's website at:

[http://www.revenue.state.mn.us/Forms\\_and\\_Instructions/sde.pdf](http://www.revenue.state.mn.us/Forms_and_Instructions/sde.pdf).

The relevant statute is [Minn. Stat. §290.9705](#). For more information, see Withholding Fact Sheet 12, *Surety Deposits for Out-of-State Construction Contractors*, on the Department of Revenue website at:

<http://www.revenue.state.mn.us/businesses/withholding/factsheets/FactSheet12.pdf>.

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