



# 2021 User Authorization Form

Complete this form to authorize the Office of the State Auditor ("OSA") to grant reporting access and submission rights on behalf of an entity to a specific individual ("Authorized User") who is not an officer, employee or trustee of the entity. Access and submission occurs primarily via the State Auditor's Form Entry System ("SAFES") but authorization may extend to other offline documents. Online access is granted to the Authorized User via a unique user login that acts as a signature and may not be used by or shared with anyone who is not the Authorized User. Access and submission rights are valid through December 31, 2021, unless an earlier end date is entered here: \_\_\_\_\_. Access and submission rights may be canceled at any time upon written request to the OSA.

**The form must contain both signatures.**

*Requesting entity must complete the top section of the form. The bottom section must be completed by the authorized user.*

### Entity Information

<b>Entity Name:</b>		
<b>Contact Name:</b>		<b>Title:</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>
<b>For which OSA division(s) will the authorized user be submitting forms on behalf of the entity?</b>		
<input type="checkbox"/> Pension	<input type="checkbox"/> Tax Increment Financing	<input type="checkbox"/> Government Information Division
<b>By signing this form, I acknowledge and agree to the following:</b>		
<ol style="list-style-type: none"> <li>1. I remain responsible for the accuracy of the data submitted and for ensuring that forms are submitted on time.</li> <li>2. I will review for accuracy the information contained on the forms before the forms are submitted to the OSA.</li> <li>3. My user-login acts as my signature. It is not public data and I will maintain it accordingly.</li> <li>4. I understand that the information I provide on this form will be treated as "public" in the event of a data request.</li> <li>5. I understand that information made available to the Authorized User is subject to the Minnesota Government Data Practices Act, Minn. Stat. ch. 13. See Minn. Stat. § 13.05, subds. 6 and 11.</li> <li>6. I will withdraw this Authorization when the Authorized User's access to reporting forms is no longer required for my Entity.</li> </ol>		
<b>Signature of Entity Employee or Trustee:</b>	<b>Date:</b>	

### Authorized User Information

<b>Name:</b>			<b>Title:</b>	
<b>Company:</b>			<b>Fax:</b>	
<b>Business Phone:</b>			<b>Business Mailing Address:</b>	
<b>Business Email:</b>				
<b>By signing this form, I acknowledge and agree to the following:</b>				
<ol style="list-style-type: none"> <li>1. My user-login acts as my signature. It is not public data and I will maintain it accordingly.</li> <li>2. I understand that the information I provide on this form will be treated as "public" in the event of a data request.</li> <li>3. I understand that information made available pursuant to this Authorization is subject to the Minnesota Government Data Practices Act, Minn. Stat. ch. 13. See Minn. Stat. § 13.05, subds. 6 and 11.</li> </ol>				
<b>Signature of Authorized User:</b>			<b>Date:</b>	

**Please submit the completed form by email, fax, or postal mail.**

<b>Email:</b> TIF@osa.state.mn.us	Pension@osa.state.mn.us	GID.OSA@osa.state.mn.us	<b>Mailing Address:</b>
<b>Fax:</b> (651) 297-3689 (TIF)	(651) 282-5298 (Pension)	(651) 296-4755 (GID)	525 Park Street, Suite 500 St. Paul MN 55103