



# OFFICE OF THE STATE AUDITOR

## *E-Update*



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State Auditor  
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January 10, 2020

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### 1. Announcement: State of Main Street Listening Tour

The Office of the State Auditor invites you to join us for our State of Main Street Listening Tour. In January, we will travel to locations across the state to hear your understanding of the trends that face local government in Minnesota. Your feedback is needed to ensure our numbers tell the real story of your community.

#### **Thief River Falls**

Wednesday, January 15, 2020 (9:00-10:30am)

Thief River Falls City Hall, Council Chambers, 405 Third Street E, Thief River Falls, MN 56701

#### **St. Cloud**

Thursday, January 16, 2020 (1:30-3:00pm)

St. Cloud City Hall, Council Chambers, 400 2nd Street S, St. Cloud, MN 56301

#### **Duluth**

Wednesday, January 22, 2020 (10:00-11:30am)

Duluth City Hall, Council Chambers, 411 West First Street, Duluth, MN 55802

#### **Marshall**

Tuesday, January 28, 2020 (11:00am-12:30pm)

Marshall-Lyon County Library, 201 C Street, Marshall, MN 56258

#### **Albert Lea**

Wednesday, January 29, 2020 (4:00-5:30pm)

Albert Lea City Hall, Council Chambers, 221 E Clark Street, Albert Lea, MN 56007

## **Twin Cities Metro**

Date & Time To-Be-Announced

Saint Paul City Hall & Ramsey County Courthouse, 15 Kellogg Blvd W, Saint Paul, MN 55102

The listening sessions will include a review of statewide trends found in the State Auditor's most recent city, county, and township reports. Following the approximately 30 minute review with the State Auditor, a panel comprised of leaders in local government will be providing the regional reality for the trends found as well as fielding questions from the audience.

Your expertise together with our data will help everyone make decisions that lead to strong communities. We hope you will join us!

Please contact Megan Thrasher, External Affairs Coordinator, with any questions or concerns regarding the State of Main Street Listening Tour at 651-297-3675 or

[megan.thrasher@osa.state.mn.us](mailto:megan.thrasher@osa.state.mn.us).

A shareable copy of the 2020 State of Main Street Listening Tour Invite is available at:

<https://www.auditor.state.mn.us/other/stateofmainstreet/2020statemainstreetinvite.pdf>

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## **2. Available: CTAS 2020 Tax Tables**

The CTAS 2020 Tax Tables have been posted on the CTAS page on our website at:

<http://www.osa.state.mn.us/default.aspx?page=ctas>

The 2020 Tax Tables, in PDF and XML, are now available to be imported into CTAS. Instructions on how to import the 2020 Tax Tables are included on the webpage.

The webpage also includes updated information on the new IRS 2020 Form W-4.

Questions regarding CTAS should be emailed to [CTAS@osa.state.mn.us](mailto:CTAS@osa.state.mn.us).

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## **3. Reminder: Supplemental Benefit Reimbursement Form**

Volunteer fire relief associations that wish to seek reimbursement of supplemental benefits paid during 2019 must complete the Supplemental Benefit Reimbursement Form posted on the Minnesota Department of Revenue (DOR)'s website. The form must be completed by February 15, 2020, to receive reimbursement in March 2020. The reimbursement form and instructions are available on the DOR website at:

<https://www.revenue.state.mn.us/supplemental-benefit-reimbursement-volunteer-firefighters-form-sbr>

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## **4. Reminder: Verify SAFES Contact Information Each Year**

All users of the State Auditor Form Entry System (SAFES) need to verify their contact information at their first login each year. Users will not be able to proceed in SAFES until the contact information is verified.

You can verify your information on the “Contacts” screen, which is the first screen you see after you log in. Once you have reviewed and (if necessary) updated your contact information, click the “Verify” button located on the bottom.

If you have trouble accessing SAFES, please contact our office at [safes@osa.state.mn.us](mailto:safes@osa.state.mn.us).

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## **5. TIF: Authorization for TIF Consultants to Access SAFES**

All consultants and non-authority employees who need to access SAFES on behalf of a TIF authority must annually file an authorization form with the OSA. The authorization form for 2020 is available here and can be submitted by e-mail, fax, or US mail. Please note that this form is not required for employees of TIF authorities.

Authorization for employees of TIF authorities does not expire. If an employee of a TIF authority does not have current access to SAFES and needs it, please contact our office at [tif@osa.state.mn.us](mailto:tif@osa.state.mn.us).

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## **6. Avoiding Pitfalls: First Meeting of the Year**

Local government entities have specific responsibilities at the beginning of a new year. To learn about these responsibilities, please visit:

<https://www.auditor.state.mn.us/default.aspx?page=20090724.088>

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If you are interested in signing up to receive an e-mail version of the E-Update regularly, send an e-mail with your contact information to [signup@osa.state.mn.us](mailto:signup@osa.state.mn.us).

The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103.  
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Web: <https://www.auditor.state.mn.us>