

Sample Annual Authority - Sample Annual - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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Home

The Annual Reporting Form is required for each TIF district that must report in 2021 for the reporting year 2020 and is due by August 2, 2021.

Sections of this Annual Reporting Form may be pre-populated with previously reported information. This Annual Reporting Form is interactive, a line on one worksheet may carry over to another sheet. These cells are shaded yellow. Some columns automatically calculate a total. These cells are shaded blue. The information in the shaded cells cannot be changed directly but the information can be changed on the original worksheet.

Please become familiar with the forms and review each line for accuracy.

Important Information for Completing SAFES Forms

The OSA has become aware of an issue affecting some reporting forms that are downloaded from the State Auditor's Form Entry System (SAFES), which could include this form.

Please press the Ctrl, Alt, and F9 keys at the same time to ensure that all calculations on your form are correct. Pressing these keys at the same time forces the form to recalculate and will resolve the issue. Please do this when you first open the form and again just before submitting the form, at a minimum.

Please feel free to contact us at TIF@osa.state.mn.us with any questions.

What do the red messages in the form indicate?

The red messages in the right margin indicate that data must be entered or corrected before the reporting form can be submitted. Once the data has been entered or corrected, the red message will no longer be displayed.

Tab Name	Red Messages Remaining
Overview	0
District Info	8
Debt	3
Interfund Loans	6
PAYG	3
Project Costs	4
Transfers	3
Rev & Exp	6
Balance Sheet	2
EIC	0
ADS	3
Comments	0
Cut and Paste Errors	0
TOTAL COUNT	38

Have you reviewed the instructions?

Detailed instructions on how to complete the Annual Reporting Form are available by clicking the link below.

[CLICK HERE for detailed reporting instructions](#)

Instructional videos provide additional assistance in completing the Annual Reporting Form the videos.

[CLICK HERE to view videos](#)

Have you read the TIF Statements of Position?

The Office of the State Auditor (OSA) prepares Statements of Position to provide an educational resource to local governments, auditors and the public. Statements of Position are not legal advice and should not be relied upon in lieu of legal advice.

[CLICK HERE for a list of all TIF Statements of Position](#)

Have you saved your files?

Use the SAVE AS command and choose the location to save your files on your computer. Otherwise, they will be saved to a temporary location, making them difficult to locate when you are ready to upload.

Are your calculations too slow?

If the calculations are too slow, change the calculation options from automatic to manual. For information regarding how to change the calculation process, please see the following link to Microsoft.

[CLICK HERE for Microsoft Change formula recalculation, iteration, or precision](#)

"Change when a worksheet or workbook recalculates"

Do you need additional forms?

A TIF District Annual Reporting Form is required to be submitted for a TIF district beginning with the year the district is certified. If you have a new TIF district that needs to be reported for 2020, please email the OSA as soon as possible. For new TIF districts, you must complete a TIF Plan Collection Form through SAFES (State Auditor's Form Entry System) before a 2020 District Annual Form can be generated. If you have a new pooled debt issue to be reported for 2020, please email the OSA.

TIF@osa.state.mn.us

Was this TIF District recently decertified?

If a district has recently been decertified, please print and complete a Confirmation of Decertification Form from our website. Complete and sign Part A, and send the form to your County Auditor. He or she will verify the information and sign Part B. It is the authority's responsibility to make sure the OSA receives a fully completed decertification form.

[Confirmation of Decertification Form](#)

If the district is decertified before the maximum duration limit identified in the TIF Act is reached, please submit a copy of the city council's resolution to decertify the district in addition to the Confirmation of Decertification.

Do you have additional information to share with our office?

A comment box is available at the end of the reporting form. Please use the comment box as needed to share information that may be pertinent to the reporting form. If your comment exceeds the space available on the reporting form, you may email the OSA to share the information.

TIF@osa.state.mn.us

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Tax Increment Financing Annual Reporting Form for the Year Ended December 31, 2020

1	TIF District Name:	Sample Annual
2	Development Authority:	Sample Annual Authority
3	District Type:	
4	County Where TIF District is Located:	
5	County Identification Number, if any:	

6	For Economic Development districts only: (choose "Not Applicable" for all other districts)	
a	Is the Small City Exception being used?	Not Applicable
b	Is the district used for a Workforce Housing Project?	Not Applicable
7	Is this TIF district in a fiscal disparities area?	No
8	If yes, under what option?	Not Applicable

Original TIF Plan Information

9	TIF Plan Approval Date:	
10	Certification Request Date:	
11	Certification Date:	

District Duration

12	Month and year of first receipt of tax increment (actual or anticipated):	
13	Required Decertification Date:	

TIF Plan Estimates - Original Plan 1/0/1900

		1/0/1900
ESTIMATED TAX INCREMENT REVENUES (from tax increment generated by the district)		
14	Tax increment revenues distributed from the county	
15	Interest and investment earnings	
16	Sales/lease proceeds	
17	TIF Credits	
18	Total Estimated Tax Increment Revenues	\$ 0

ESTIMATED PROJECT/FINANCING COSTS (to be paid or financed with tax increment)		
Project costs		
19	Land/building acquisition	
20	Site improvements/preparation costs	
21	Utilities	
22	Other public improvements	
23	Construction of affordable housing	
24	Small city authorized costs, if not already included above	
25	Administrative costs	
26	Estimated Tax Increment Project Costs	\$ 0

Estimated financing costs		
27	Interest expense	
28	Total Estimated Project/Financing Costs to be Paid From Tax Increment	\$ 0

		1/0/1900
ESTIMATED FINANCING		
29	Total amount of bonds to be issued	

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District Information

Special Legislation

1 Was any special legislation enacted for this district? Select One

	A	B	C	D
	Year	Chapter	Article	Section
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

3 **Captured Tax Capacity** (Only select "Not Applicable" if Decertified or Entirely Tax Exempt) Select One

	2020 Amount
4 Current net tax capacity	+
5 Original net tax capacity	-
6 Captured net tax capacity (If negative, show \$0)	= \$ 0
7 Fiscal disparity deduction, if applicable (option B)	-
8 Captured net tax capacity shared with other taxing jurisdictions	-
9 Captured net tax capacity retained for tax increment financing (If negative, show \$0)	= \$ 0

Fiscal Disparities

10 Enter the amount of total increased property taxes to be paid from outside the TIF district from line 33 of the Department of Revenue's fiscal disparity option A calculation form.

Five-Year Rule

11 Did one or more of the following actions occur before ? Not Applicable

If yes, select "Yes" at the appropriate actions:

12 Revenues were paid to a third party	No
13 Bonds were issued and sold to a third party	No
14 Binding contracts with a third party were entered into and the revenues will be spent under the contractual obligation	No
15 Activity costs were paid for and revenues are spent to reimburse a party for payment of the activity costs	No
16 Expenditures were made for housing or public infrastructure purposes as permitted by Minn. Stat. § 469.1763, subd. 3 (a) (5)	No

Statutory County Correction of Error(s)

17 Did the county auditor address any error under Minn. Stat. § 469.177, subd. 13 in 2020? (Populated per county; use Comments Tab to note any disagreement) No

Decertification

18 Has this district been decertified? Select One

19 Actual Decertification Date:

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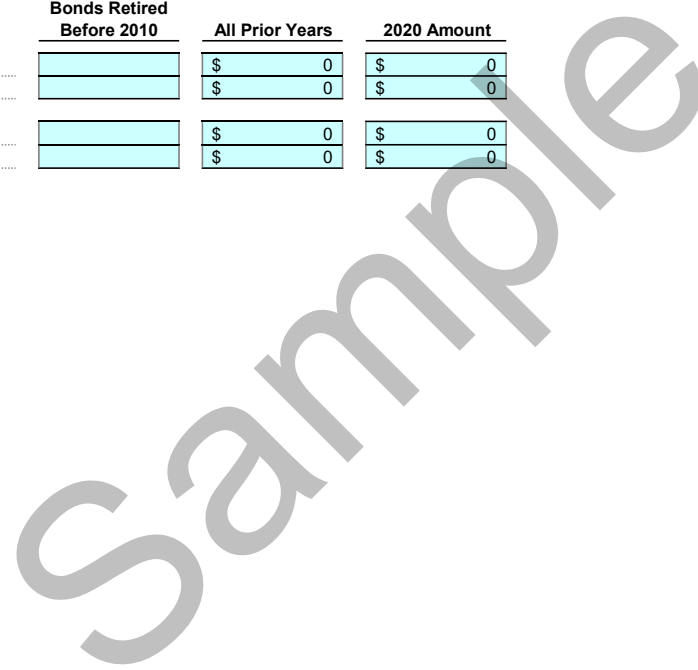
Financing & Debt

Since 2010, have you made debt service payments on a TIF bond or non-TIF bond, or are the district's increment pledged to pay an outstanding bond?

1 *(Do not consider Pay-As-You-Go (PAYG) or interfund loans.)* Select One

TIF Principal and Interest

		A	B	C
		Bonds Retired Before 2010	All Prior Years	2020 Amount
2	TIF Bonds issued (other than refunding bonds)		\$ 0	\$ 0
3	TIF Refunding bonds issued		\$ 0	\$ 0
4	TIF Bond Principal payments from tax increment		\$ 0	\$ 0
5	Interest payments from tax increment (TIF and Non-TIF Bonds)		\$ 0	\$ 0



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Key To Drop-Down Menu for "Type"

- A - General Obligation TIF Bonds
- B - Revenue TIF Bonds
- C - Other TIF Debt
- D - Non-TIF Bonds

6	A	B	C	D	E	F	G	H	I	J
---	---	---	---	---	---	---	---	---	---	---

	Name	Type	Pooled	Refunding	Refunded	Issue Date	Final Maturity Date	Interest Rate Range	Issue Amount	Amount Refunded (if refunded)
1								- %		
2								- %		
3								- %		
4								- %		
5								- %		
6								- %		
7								- %		
8								- %		
9								- %		
10								- %		
11								- %		
12								- %		
13								- %		
14								- %		
15								- %		
16								- %		
17								- %		
18								- %		
19								- %		
20								- %		

Do not consider PAYG and interfund loans. If you need to report additional bonds, please contact the OSA.

Comments (500 character limit):

7	
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	K	L	M	N	O	P	Q	R	S	T	U	V	W
	Principal							Interest					
	Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid in 2020 From Tax Increment	Paid in 2020 From Other Sources	Additions in Prior Years	Additions in 2020	Outstanding	Due in 2021 From Tax Increment	Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid in 2020 From Tax Increment	Paid in 2020 From Other Sources	Due in 2021 From Tax Increment
1							\$ 0						
2							\$ 0						
3							\$ 0						
4							\$ 0						
5							\$ 0						
6							\$ 0						
7							\$ 0						
8							\$ 0						
9							\$ 0						
10							\$ 0						
11							\$ 0						
12							\$ 0						
13							\$ 0						
14							\$ 0						
15							\$ 0						
16							\$ 0						
17							\$ 0						
18							\$ 0						
19							\$ 0						
20							\$ 0						

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Interfund Loans

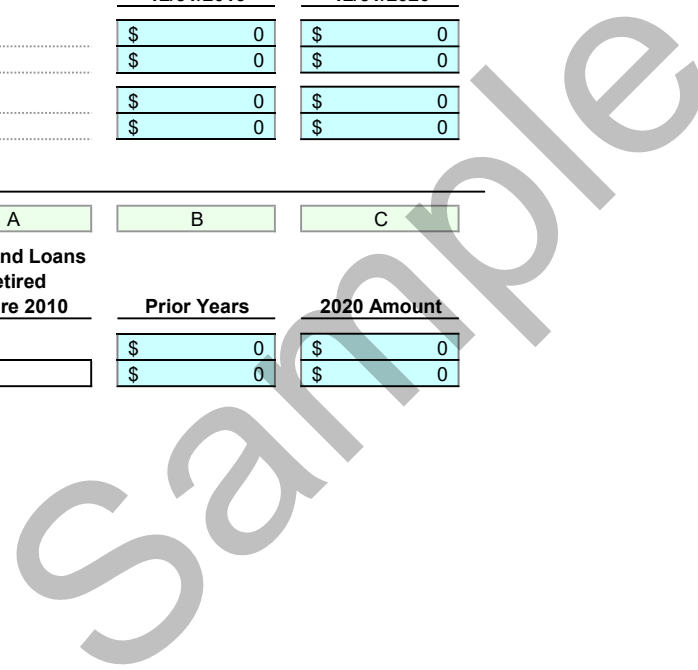
- 1 Does/Did this district have interfund loans outstanding after 2009? Select One
- 2 Did this district pay interest on interfund loans that were **retired before 2010**? Select One

Interfund Loans

		A	B
		12/31/2019	12/31/2020
3	Due to other TIF districts	\$ 0	\$ 0
4	Due to non-tax increment accounts	\$ 0	\$ 0
5	Due from other TIF districts	\$ 0	\$ 0
6	Due from non-tax increment accounts	\$ 0	\$ 0

Principal and Interest

		A	B	C
		Interfund Loans Retired Before 2010	Prior Years	2020 Amount
7	Principal payments paid from this district		\$ 0	\$ 0
8	Interest payments paid from this district		\$ 0	\$ 0



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Key To Drop-Down Menu for "Type"

- A - Receivable: Interfund Loan to Other District
- B - Receivable: Interfund Loan to Non-Tax Increment Account
- C - Payable: Interfund Loan from Other District
- D - Payable: Interfund Loan from Non-Tax Increment Account

9	A	B	C	D	E	F	G	
Name of Second Party (District or Non-Tax Increment Account)								
Type	District		Non-Tax Increment Account		Resolution Date	Final Maturity Date	Interest Rate Range	Authorized Amount
1						-	%	
2						-	%	
3						-	%	
4						-	%	
5						-	%	
6						-	%	
7						-	%	
8						-	%	
9						-	%	
10						-	%	
11						-	%	
12						-	%	
13						-	%	
14						-	%	
15						-	%	
16						-	%	
17						-	%	
18						-	%	
19						-	%	
20						-	%	

If you need to report additional interfund loans, please contact the OSA.

Comments (500 Character limit):

10	
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	H	I	J	K	L	M	N	O	P	Q	R	S
	Principal							Interest			Terms	
	Prior Years Draw Amount	2020 Draw Amount	Paid/Rec'd in Prior Years	Paid/Rec'd in 2020	Additions/Reductions Prior Years	Additions/Reductions in 2020	Outstanding	Due in 2021	Paid/Rec'd in Prior Years	Paid/Rec'd in 2020	Due in 2021	Modified in 2020?
1							\$ 0					
2							\$ 0					
3							\$ 0					
4							\$ 0					
5							\$ 0					
6							\$ 0					
7							\$ 0					
8							\$ 0					
9							\$ 0					
10							\$ 0					
11							\$ 0					
12							\$ 0					
13							\$ 0					
14							\$ 0					
15							\$ 0					
16							\$ 0					
17							\$ 0					
18							\$ 0					
19							\$ 0					
20							\$ 0					

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Pay-As-You-Go (PAYG) Financing

1 Are there any PAYG obligations for this district? Select One

Required Entry: Pay-As-You-Go Obligations of the District

For the section below, report only the documented PAYG costs to be repaid with tax increment.

	A	B	C	D	E	F	G
	Total All PAYG Through 2020	PAYG 1 Through 2020	PAYG 2 Through 2020	PAYG 3 Through 2020	PAYG 4 Through 2020	PAYG 5 Through 2020	PAYG 6 Through 2020
DOCUMENTED PAYG COSTS							
2 Land/building acquisition	\$ 0						
3 Site improvements/preparation costs	\$ 0						
4 Utilities	\$ 0						
5 Other public improvements	\$ 0						
6 Construction of affordable housing	\$ 0						
7 Small city authorized costs, if not already included above	\$ 0						
8 Temporary economic development (jobs) [Minn. Stat. § 469.176, subd. 4c (d)]	\$ 0						
9 Total documented PAYG costs to be paid with tax increment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Principal and Interest

	12/31/2019	12/31/2020
10 Outstanding obligation contingent upon available tax increment	\$ 0	\$ 0
	Prior Years	2020 Amount
11 Principal payments	\$ 0	\$ 0
12 Interest payments	\$ 0	\$ 0

H	I	J	K	DOCUMENTED PAYG COSTS	
PAYG 7 Through 2020	PAYG 8 Through 2020	PAYG 9 Through 2020	PAYG 10 Through 2020		
				Land/Bldg Acq	2
				Site Impv/Prep	3
				Utilities	4
				Other Pub Impr	5
				Affordable Hsg	6
				Small City	7
				Temp Jobs Bill	8
\$ 0	\$ 0	\$ 0	\$ 0	TOTAL	9

Sample

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13	A	B	C	D	E	F
----	---	---	---	---	---	---

	<u>Name on Development Agreement</u>	<u>Issue Date</u>	<u>Final Maturity Date</u>	<u>Interest Rate Range</u>	<u>Contract / Note Amount</u>	<u>Documented Amount</u>
1				- %		\$ 0
2				- %		\$ 0
3				- %		\$ 0
4				- %		\$ 0
5				- %		\$ 0
6				- %		\$ 0
7				- %		\$ 0
8				- %		\$ 0
9				- %		\$ 0
10				- %		\$ 0

14

Comments (500 Character limit):

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G	H	I	J	K	L	M	N	O
---	---	---	---	---	---	---	---	---

Principal						Interest		
Paid in Prior Years	Paid in 2020	Additions/Reductions Prior Years	Additions/Reductions in 2020	Outstanding	Due in 2021	Paid in Prior Years	Paid in 2020	Due in 2021
				\$ 0				
				\$ 0				
				\$ 0				
				\$ 0				
				\$ 0				
				\$ 0				
				\$ 0				
				\$ 0				
				\$ 0				
				\$ 0				

Sample

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Project Costs

		A	B	C
		Prior Years	2020 Amount	Total Through 2020
PROJECT COSTS (OTHER THAN PAYG)				
1	Land/building acquisition			\$ 0
2	Site improvements/preparation costs			\$ 0
3	Utilities			\$ 0
4	Other public improvements			\$ 0
5	Construction of affordable housing			\$ 0
6	Small city authorized costs, if not already included above			\$ 0
7	Temporary economic development (Jobs) [Minn. Stat. § 469.176, subd. 4c (d)]			\$ 0
8	Authority administrative costs			\$ 0
9	County administrative costs			\$ 0
10	Subtract prior years' costs paid with public funds other than tax increment			\$ 0
11	Total Project Costs (Other than PAYG) Paid or Financed with Tax Increment and/or TIF Bond Proceeds	\$ 0	\$ 0	\$ 0
PROJECT COSTS (PAYG)				
12	Land/building acquisition			\$ 0
13	Site improvements/preparation costs			\$ 0
14	Utilities			\$ 0
15	Other public improvements			\$ 0
16	Construction of affordable housing			\$ 0
17	Small city authorized costs, if not already included above			\$ 0
18	Temporary economic development (Jobs) (Minn. Stat. § 469.176, subd. 4c (d) (2010))			\$ 0
19	Total Documented Project Costs (PAYG) to be Paid with Tax Increment			\$ 0
20	TOTAL PROJECT COSTS PAID OR TO BE PAID WITH TAX INCREMENT AND/OR TIF BOND PROCEEDS			\$ 0
21	Amount of any payments included above for activities and improvements located outside the TIF district and paid for or financed with tax increment including administrative costs			\$ 0

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Transfers

1 Are there any transfers of tax increment to or from the TIF district? Select One

A	B	C	D
District Name	Prior Years	2020 Amount	Total Through 2020

2 **TRANSFERS IN**

Transfers of tax increment from other TIF districts

1				\$ 0
2				\$ 0
3				\$ 0
4				\$ 0
5				\$ 0
6				\$ 0
7				\$ 0
8				\$ 0
9				\$ 0
10				\$ 0
11				\$ 0
12				\$ 0
13				\$ 0
14				\$ 0
15				\$ 0
16				\$ 0
17				\$ 0
18				\$ 0
19				\$ 0
20				\$ 0
Total Transfers In		\$ 0	\$ 0	\$ 0

3 **Total Transfers In**

4 **TRANSFERS OUT**

Transfers of tax increment to other TIF districts

1				\$ 0
2				\$ 0
3				\$ 0
4				\$ 0
5				\$ 0
6				\$ 0
7				\$ 0
8				\$ 0
9				\$ 0
10				\$ 0
11				\$ 0
12				\$ 0
13				\$ 0
14				\$ 0
15				\$ 0
16				\$ 0
17				\$ 0
18				\$ 0
19				\$ 0
20				\$ 0
Total Transfers Out		\$ 0	\$ 0	\$ 0

5 **Total Transfers Out**

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Revenues, Expenditures, and Changes in Tax Increment Balance

	A	B	C
	Prior Years	2020 Amount	Total Through 2020
REVENUES			
1 Tax increment revenues distributed from the county			\$ 0
2 Interest and investment earnings			\$ 0
3 TIF Credits			\$ 0
4 Loan/advance repayments			\$ 0
5 Lease proceeds			\$ 0
6 Repayments or return of tax increment per agreements			\$ 0
7 Total Revenues	\$ 0	\$ 0	\$ 0
EXPENDITURES			
8 Project costs (other than PAYG)	\$ 0	\$ 0	\$ 0
9 Tax increment returned to the county			\$ 0
Bond Payments			
Principal			
10 Payments for PAYG note or contract	\$ 0	\$ 0	\$ 0
11 Payments on all other TIF bonds	\$ 0	\$ 0	\$ 0
Interest			
12 Interest on PAYG	\$ 0	\$ 0	\$ 0
13 Interest on all other (TIF and Non-TIF) bonds	\$ 0	\$ 0	\$ 0
14 Interest on interfund loans	\$ 0	\$ 0	\$ 0
15 Total Expenditures	\$ 0	\$ 0	\$ 0
16 Revenues over (under) expenditures	\$ 0	\$ 0	\$ 0
OTHER SOURCES AND USES			
17 Transfers in	\$ 0	\$ 0	\$ 0
18 Transfers out	\$ 0	\$ 0	\$ 0
19 TIF Bonds issued (other than refunding bonds)	\$ 0	\$ 0	\$ 0
20 Refunding TIF bonds issued	\$ 0	\$ 0	\$ 0
21 TIF Bonds refunded			\$ 0
22 TIF Bond discount			\$ 0
23 TIF Bond premium			\$ 0
24 Sales of property			\$ 0
25 Other (see instructions, comment required)			\$ 0
26 Total Other Sources and Uses	\$ 0	\$ 0	\$ 0
27 Net change in tax increment balances	\$ 0	\$ 0	\$ 0
28 Tax Increment balance (beginning 01/01/2020)		\$ 0	
29 Tax Increment balance (ending 12/31/2020)		\$ 0	

Comments (500 Character limit):

30

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Balance Sheet

		A	B
		12/31/2019	12/31/2020
ASSETS			
1	Cash		
2	Investments		
3	Due from other TIF districts	\$ 0	\$ 0
4	Due from non-tax increment accounts	\$ 0	\$ 0
5	Interest receivable		
6	Taxes receivable		
7	Other receivables		
8	Property held for resale		
9	Total Assets	\$ 0	\$ 0
LIABILITIES			
10	Due to other TIF districts	\$ 0	\$ 0
11	Due to non-tax increment accounts	\$ 0	\$ 0
12	Accounts payable		
13	Unearned revenue		
14	Total Liabilities	\$ 0	\$ 0
15	Deferred Inflows		
16	Total Liabilities and Deferred Inflows	\$ 0	\$ 0
TAX INCREMENT BALANCE			
17	Total Tax Increment Balance	\$ 0	\$ 0
18	Total Liabilities and Tax Increment Balance	\$ 0	\$ 0

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Excess Increment Calculation

Excess increment calculation report required?

If the total costs authorized by the TIF plan to be paid or financed with tax increment from the district exceed the total tax increment collected from the district by 20 percent or more, the excess increment calculation is not required to be reported.

Excess increment calculation reporting exemption: Minn. Stat. § 469.176, subd. 2 (g).

1	Tax increment generated by the district since certification	\$ 0
2	Multiply the above amount by 1.2	\$ 0
3	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 0
4	Based on the calculation above, the Excess Increment Calculation Report is:	NOT REQUIRED

Excess Increment Calculation Report

5	Total tax increment generated by the district since certification	\$ 0
6	Subtract total tax increment returned to the county	\$ 0
7	Subtotal A	\$ 0
8	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 0
9	Subtract authorized costs that have been or will be paid from sources other than tax increment	
10	Subtract principal and interest payments due after the year ended December 31, 2020	
	Add transfers of increment made prior to December 31, 2020, used to pay for Minn. Stat. §	
11	469.1763 deficits	
12	Subtotal B	\$ 0
13	Excess increment (Subtract subtotal B from subtotal A)	\$ 0
Subtract any of the authorized uses of excess increment listed below:		
14	Prepayment of any outstanding bonds	
15	Discharge of the pledge of tax increment for any outstanding bonds	
16	Payment into an escrow account dedicated to the payment of any outstanding bond	
17	Excess increment after subtractions of authorized uses*	\$ 0

*Excess increments after subtractions must be returned to the county for distribution to the city, county, and school districts in which the TIF district is located within nine months after the end of the year (by September 30).

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2020 Annual Disclosure Statement

1 Name of Development Authority:

2 Name of Municipality:

3 (Name of the Newspaper) (Date of Publication)

The following information represents the annual disclosure of tax increment districts for the year ended December 31, 2020.

		<u>Sample Annual</u>
4	Current net tax capacity	\$ 0
5	Original net tax capacity	\$ 0
6	Captured net tax capacity	\$ 0
7	Principal and interest payments due in 2021	\$ 0
8	Tax increment received in 2020	\$ 0
9	Tax increment expended in 2020	\$ 0
10	Month and year of first tax increment receipt	1/1900
11	Date of required decertification	1/0/1900
12	The total increased property taxes to be paid from outside the district if fiscal disparities Option A applies*	\$ 0

* The fiscal disparities property tax law provides that the growth in commercial-industrial property tax values is shared throughout the area. In a tax increment financing district, this value sharing can either result in a decrease in tax increment financing district revenue or a tax increase for other properties in the municipality depending on whether the tax increment financing district contributes its share of the growth. Amounts displayed here indicate that the district did not contribute its growth in commercial-industrial property tax values and represent the resulting increase in taxes on other properties in the City for taxes payable in 2020.

Additional information regarding this district may be obtained from:

13 Name:

14 Address:

15 City:

16 State:

17 Zip Code:

18 Phone: *Enter as 6512962551.*

19 Email: *Enter 'none' if no email address.*

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Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Bala
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Comments

Please enter any additional comments regarding this district (500 character limit on Comments):

1

Sample