



## Annual TIF Status Report Internet/Electronic Filing Instructions

Ohio cities, villages, townships or counties that had a TIF project in effect during any portion of a calendar year are required to file an annual TIF status report no later than March 31<sup>st</sup> of the following calendar year in a manner prescribed by the Director of the Ohio Development Services Agency (Development). Annual TIF status reports can be submitted to Development electronically via the internet. This document explains how to file the annual TIF status report electronically.

The electronic annual TIF status reporting worksheet is available on Development's TIF web page, which is located at [http://development.ohio.gov/bs/bs\\_tif.htm](http://development.ohio.gov/bs/bs_tif.htm). After using your browser to navigate to this web page, click on the "Annual Reports" tab on left side of the page. Below "Annual Reports" you will see the subtopic "Electronic Annual Report Entry". Click on this link and the gateway to the electronic annual reporting form will appear.

The first screen that will appear enables you to access the specific annual TIF status report for each TIF project. In the box labeled "Select County", scroll down to the county where the TIF project is located and highlight the name of the county. Next, in the box labeled "Select Local", scroll down until you find the name of the city, village, township, or county where the TIF project site was located at the time that the TIF project was created and highlight the name of the local jurisdiction. At that point all TIF projects that are listed in Development's database for the selected local jurisdiction will appear, listed by project name and by the date that the TIF was created (the date that the TIF legislation was passed).

When a TIF is created, Development reviews the TIF legislation and assigns a project name to the TIF for annual reporting purposes (e.g. "Corridor Improvement TIF"). The name may appear in the legislative description of the TIF project, or in the section of the legislation that establishes the tax increment equivalent fund for the TIF project. The date that the TIF legislation was passed by the local legislative authority is also entered into the TIF database. Once you have located the correct TIF project, click on the "Entry Form" located to the right of the TIF project and the reporting form for that TIF project will appear. If the list of TIF projects as displayed does not include a TIF for which a report is required, please contact Development. Before contacting Development, please have a copy of the TIF legislation available. Development appreciates your assistance in complying with Ohio law.

Once the reporting form appears, follow the instructions for completing the TIF report. The instructions for completing a TIF annual report may be found at the web address listed above under "2013 Annual Report Instructions." Note that information in the online reporting form that is printed in blue and that is in parentheses next to or below the reporting form boxes is information taken from the most recently filed annual report for this TIF. This information is for the convenience of the TIF reporter and is not automatically incorporated into the new annual report. Reporting boxes marked with a red asterisk are mandatory reporting fields. Information must be typed into these fields otherwise the report cannot be electronically filed. If information is required but not available, enter a zero (0) in the reporting form box. Once the report is completed, click on the "print" box and print a copy of the electronic report for your records. Then click on the "submit" box. If any mandatory information has been omitted from the report, the report will not be filed until the information is supplied. Please only click the submit box once, as additional clicks will result in multiple reports to be filed.

After the annual TIF status report has been filed, please retain all the paper copies with original signatures for your records. **DO NOT SEND PAPER COPIES OF TIF REPORTS TO DEVELOPMENT THAT HAVE BEEN FILED ELECTRONICALLY.**