



2019 TIF ANNUAL REPORT LETTER:

This letter serves as notice that the 2019 Tax Increment Financing (TIF) annual reporting period has started. All communities that have enacted TIF legislation are required to submit an annual status report for each project pursuant to the Ohio Revised Code Sections 5709.40(I), 5709.41(E), 5709.73(I), and 5709.78(H).

The report is to include all open TIF projects (legislatively created), regardless of whether construction activities have gone forward (real property improvements or public infrastructure). All program activities through December 31, 2019 should be covered. A separate report must be completed for each TIF.

The TIF annual report must be filed by March 31, 2019.

Please Read the Following Before Beginning the Annual Report Process:

TIF Annual Status Reports MUST be filed electronically on the Ohio Development Services Agency's (Development) TIF webpage. The page's address is: http://development.ohio.gov/bs/bs_tif.htm. This page includes TIF general information, this letter, electronic filing instructions, instructions on how to complete the annual report, and a blank reporting form worksheet.

1. **Local Incentives Annual Report Entry:** The annual reports are available at <https://development.force.com/>.
2. **Login/Password:** An account using **your email address** on file has already been created on Development's Agency Web Portal Login.

You should use the **same login in credentials as last year** or "**Reset your password**" by using your email address as a first step, you'll get an email with the link that will navigate you to change your password. **DO NOT CREATE A NEW ACCOUNT.**

This email/password will allow access to the annual reports at any time and will also allow you to access annual reports for reference after they have been submitted. Annual report viewing is linked via the username/email address, such that all annual reports created under the same username/email can be accessed by that login.

3. **Method of Filing:** After the login access is created, the applicant is directed to the Development Services Agency Applications Portal. Click "Local Incentives" to advance through the portal. Similar to previous years, all reports must be submitted electronically to Development. No paper or emailed copies of the Area Report or Company Reports will be accepted. TIF Administrators are encouraged to retain signed copies of the completed worksheets they receive back from business owners that are recipients of TIF agreements, but submission to Development is only to be done through the TIF Annual Reporting Module noted above.

If you have any questions regarding the 2019 report, please contact Daniel Strasser, Tax Incentives Analyst, at daniel.strasser@development.ohio.gov. Thank you for your assistance in completing the 2019 TIF Program Annual Status Report.