

# TIF District Setup

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VEPC Website	<a href="http://accd.vermont.gov/strong_communities/opportunities/funding/tif">http://accd.vermont.gov/strong_communities/opportunities/funding/tif</a> Find your Municipality and find the link labeled Parcel Listing. This will show you your original TIF district and OTV values.
NEMRC Support	<a href="http://www.nemrc.com">www.nemrc.com</a> Phone # - 800 387 1110 <a href="mailto:Chris@nemrc.com">Chris@nemrc.com</a> or <a href="mailto:Support@nemrc.com">Support@nemrc.com</a>
Property Valuation and Review	<a href="http://www.vermont.gov/portal/government">http://www.vermont.gov/portal/government</a> Phone 802 828 0428 IT helpdesk

# TIF District Setup

TIF District – Tax Increment Finance District is a given area of land within your municipality’s boundaries that consist of 3 major components to start.

1. Identify parcels within district
2. Number of Acres
3. Base Value a.k.a. Original Taxable Value (OTV)

Below is a diagram of our sample TIF District

<b>Parcel id:</b> 10001 <b>Acres:</b> 10.00 <b>Base:</b> 100,000 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active	<b>Parcel id:</b> 10002 <b>Acres:</b> 10.00 <b>Base:</b> 100,000 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active	<b>Parcel id:</b> 10007 <b>Acres:</b> 20.00 <b>Base:</b> 200,000 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active
<b>Parcel id:</b> 10004 <b>Acres:</b> 10.00 <b>Base:</b> 100,000 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active	<b>Parcel id:</b> 10006 <b>Acres:</b> 10.00 <b>Base:</b> 0 <b>Tax Status –</b> Non Taxable <b>Parcel Status -</b> Active	

### Definitions:

- Taxable Value** – Assessed value minus exemptions  
 (Real value) – (Veterans + Voted contracts + Farm Stabilization + Current Use + Special Exemptions)
- Base Value or (OTV)** - The Taxable value at the time TIF district was established
- Increment** – Base value compared to current value has increased
- Decrement** – Base value compared to current value has decreased
- Contiguous** - Parcels that have same owner and borders touch
- Parcel Status** – Two Options
  - Active**- Parcel is included as a valid parcel in the Municipalities’ grand list
  - Inactive** – Parcel has been made contiguous with another parcel and is no longer seen on the Municipalities’ grand list as an individual parcel.
- Tax Status** – Three Options
  - Taxable** - Parcel should receive a tax bill.
  - Non Taxable** – Parcel should not receive a tax bill. IE: School, Church, Town office etc
  - State** – Parcel is owned by State or Fed Government and does not receive a tax bill.  
 IE: State or Federal Forest land.

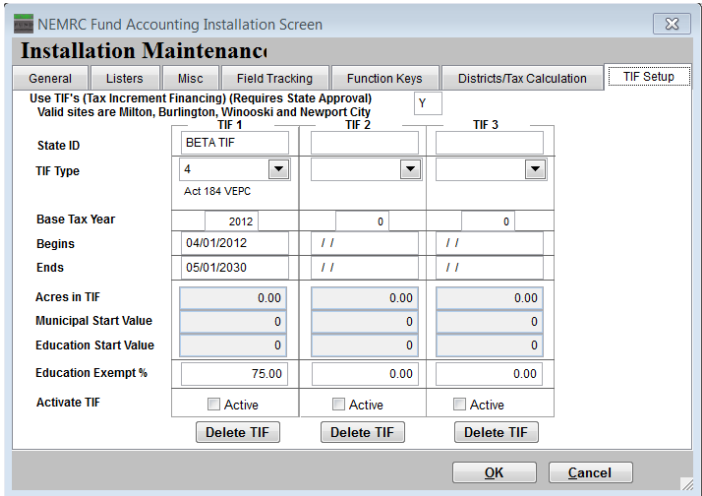
# TIF District Setup

Setting up your TIF District: This step will require assistance from NEMRC

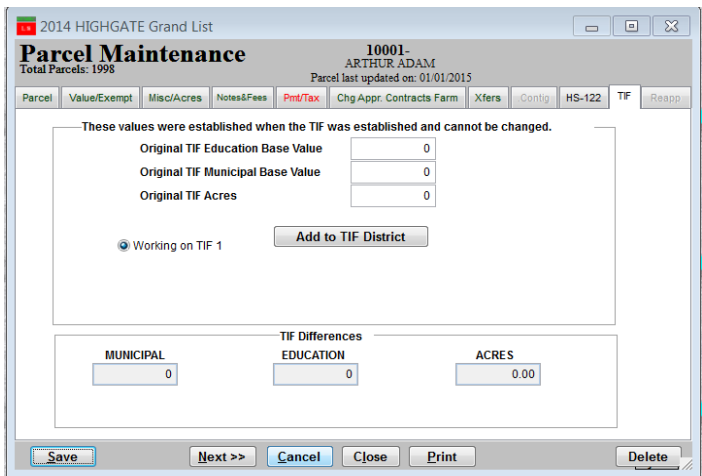
The **'Installation'** menu, **'TIF Setup'** Tab is where your base TIF information is stored. You can have up to 3 TIF districts within your town.

**Acres in TIF, Municipal & Education start values** automatically populate as you initially add parcels to your TIF district in Parcel Maintenance.

**Activate TIF:** once this check box is set then none of the values on this screen can be changed unless authorized by VEPC.

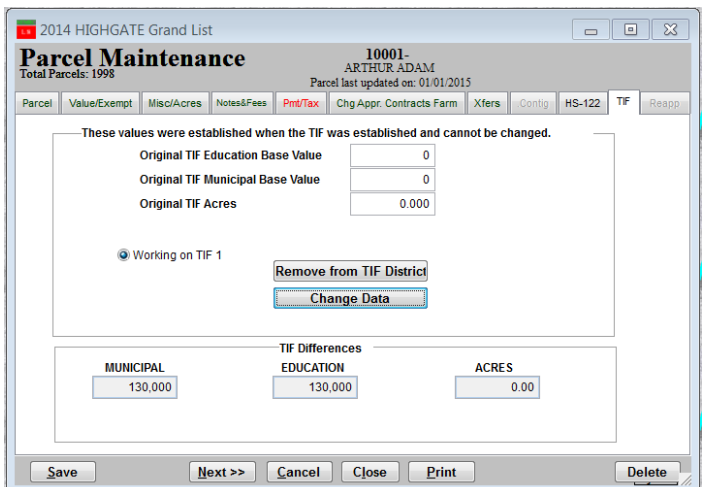


**Adding Parcels :** To add parcels to your TIF district go to the **'TIF'** Tab in Parcel Maintenance for the specific parcel you would like to add. Click the **'Add to TIF District'**



Next click the **'Change Data'** button to enter the original taxable value (OTV) at the time of creation of the district for both the Education and Municipal grand list along with the Original Acres for the parcel.

The **'TIF Difference'** section shows you the increment or decrement between the current value and the OTV entered above for a specific parcel.

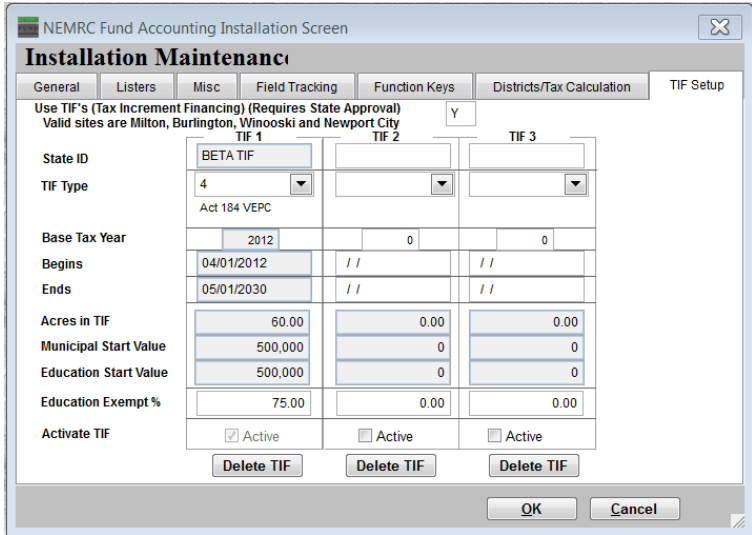


# TIF District Setup

Our sample TIF district illustrated on page one show there are 5 parcels in the TIF district.

This is what our 'Installation' menu 'TIF Setup' tab looks like once all of the parcels have been added to the TIF district. Note that the fields can no longer be edited by the user.

The OTV's are locked in at 500,000 and will match what has been filed with PVR and VEPC.



# TIF District Setup

## Reports available:

A. **Tif Value report** – There are 2 one for the Municipal Grand List and one for the Education grand list the columns are defined the same way. Below is a sample of the Education report. These reports are found on the ‘Main Menu’ of the grand list option ‘C TIF Maintenance’. This report shows all of the parcels that belong to a ‘Tif District’ displaying the ‘Base value’, Current Education value, and increment value. It also displays Homestead increment, and Non Residential increment.

Parcel	Current Ed Value	Base Ed Value	Ed Increment	Ed Increment	Homestead % Increment	Non-Resi % Increment	Curr Stat
10006- ANYTOWN SCHOOL	0	0					A/N
Non-tax Count: 1	0	0	0	0	0	0	
10001- ARTHUR ADAM	130,000	100,000	30,000	30,000			22,500 A/T
10002- GILMAN MARTHA	100,000	100,000	0	0			0 A/T
10004- AFFILIATED CUSTOMS BROKERS USA INC	100,000	100,000	0	0			0 A/T
10007- STANLEY HOWARD B & LAURIE M	200,000	200,000	0	0			0 A/T
Active Count: 4	530,000	500,000	30,000	30,000	0		22,500

The Current Value of the parcel. This is the value the parcel has been assessed by the Assessors.

Base Value (OTV) is what the Value of the parcel was when the TIF District began.

Increment value = (Current value – Base value)

These 2 columns are 75 % of increment value to be applied to the Education Taxes. Neither of these parcels filed a homestead declaration so their Increment value will be applied to the non Residential Tax rate. This value appears on the 411 report shown on page 1.

Identifies the parcel status and tax status

Page 2 of the TIF Value report summarizes the TIF district

TIF Totals	
Active Parcels	4
Inactive Parcels	0
State Parcels	0
Non-Tax Parcels	1
Current Ed Value (+)	530,000
Base Ed Value (-)	500,000
Gross Ed Increment Value (=)	30,000
Net Ed Increment (Gains)	30,000
Homestead 75% Exemption Value (Gains)	0
Non-Resi 75% Exemption Value (Gains)	22,500
Homestead 25% Taxable Value (Gains)	0
Non-Resi 25% Taxable Value (Gains)	7,500

This section of the summary breaks down the 75% & 25% of the increment. It also shows if the increment is to be attributed Homestead Ed or Non Residential Ed grand lists. In our example you can see 22,500 + 7,500 Equals the 30,000 gross ed increment.

# TIF District Setup

B. **TIF Acres Report** - Below is a sample of the TIF Acres report. Also found on the 'Main Menu' of the grand list option 'C TIF Maintenance'. This report shows all of the parcels that belong to a 'Tif District' displaying the 'Base Acres' and 'Current Acres' Use this report to track the movement of acres within the TIF district.

01/08/2015  
08:42 pm

ANYTOWN Grand List  
TIF Parcel Acres Report  
Tif id: 1

Page 1 of 1  
IT Consultant 2

Parcel	Current Acres	Base Acres	Acres Difference	Curr Stat
10006- ANYTOWN SCHOOL	10.00	10.00	0.00	A/N
Currently Active Status (Counted)	10.00	10.00	0.00	
Currently Inactive (Not Counted)	0.00			
10001- ARTHUR ADAM	10.00	10.00	0.00	A/T
10002- GILMAN MARTHA	10.00	10.00	0.00	A/T
10004- AFFILIATED CUSTOMS BROKERS USA INC	10.00	10.00	0.00	A/T
10007- STANLEY HOWARD B & LAURIE M	20.00	20.00	0.00	A/T
Currently Active Status (Counted)	60.00	60.00	0.00	
Currently Inactive (Not Counted)	0.00			

Current Acreage in the TIF District

Original Base Acreage in the TIF District this column should always match your acreage in the Installation TIF tab

Difference between Current Acreage and Base Acres

Identifies the parcel status and tax status

# TIF District Setup

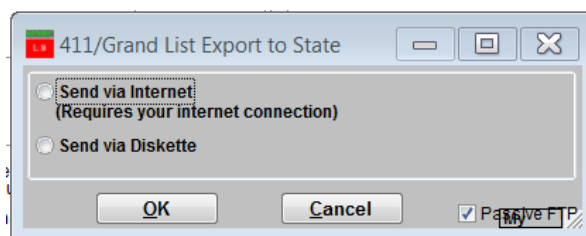
**C. 411 Report** - This report Shows you all of the Active Taxable Parcels on your Grand list. The TIF district Increment is identified in the areas circled. There is also a reminder to account for municipal taxes that will need to be used to paying down your bond.

01/08/2015 10:10 pm		ANYTOWN Grand List Form 411 - (Town code: 291) Main District			
(Taxable properties only - State and Non-tax status properties are not listed below)					
REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Non-Resi Ed. Listed Value	Total Education Listed Value
Residential I	R1	722	143,893,500	0	143,893,500
Residential II	R2	201	56,422,500	0	56,422,500
Mobile Homes-U	MHU	87	3,024,300	0	3,024,300
Mobile Homes-L	MHL	220	33,899,900	0	33,899,900
Seasonal I	S1	105	15,197,200	0	15,197,200
Seasonal II	S2	6	1,433,100	0	1,433,100
Commercial	C	71	27,366,800	0	27,366,800
Commercial Apts	CA	2	556,400	0	556,400
Industrial	I	1	1,749,000	0	1,749,000
Utilities-E	UE	5	63,541,600	0	63,541,600
Utilities-O	UO	1	3,751,300	0	3,751,300
Farm	F	55	34,043,500	0	34,043,500
Other	O	46	2,255,700	0	2,255,700
Woodland	W	1	163,500	0	163,500
Miscellaneous	M	166	18,067,800	0	18,067,800
<b>TOTAL LISTED REAL</b>		<b>1,689</b>	<b>405,366,100</b>	<b>0</b>	<b>405,366,100</b>
P.P. Cable		1	1,358,600		1,358,600
P.P. Equipment		0	0		0
P.P. Inventory		0	0		0
<b>TOTAL LISTED P.P.</b>		<b>1</b>	<b>1,358,600</b>		<b>1,358,600</b>
<b>TOTAL LISTED VALUE</b>			<b>406,724,700</b>	<b>0</b>	<b>406,724,700</b>
<b>EXEMPTIONS</b>					
Veterans 10K	14/13	140,000	0	0	130,000
Veterans >10K		420,000	0	0	0
<b>Total Veterans</b>		<b>560,000</b>	<b>0</b>	<b>0</b>	<b>130,000</b>
P.P. Contracts	1	1,358,600	0	0	0
Contract Apprv VEPC	0/0	0	0	0	0
Grandfathered	0/0	0	0	0	0
Non-Apprv(voted)	0/0	0	0	0	0
Owner Pays Ed Tax	0/0	0	0	0	0
<b>Total Contracts</b>	<b>1/0</b>	<b>1,358,600</b>	<b>0</b>	<b>0</b>	<b>0</b>
FarmStab Apprv VEPC	0/0	0	0	0	0
Farm Grandfathered	0/0	0	0	0	0
Non-Apprv(voted)	0/0	0	0	0	0
Owner Pays Ed Tax	0/0	0	0	0	0
<b>Total FarmStabContr</b>	<b>0/0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Current Use	0/0	0	0	0	0
Special Exemptions	0	0	0	0	0
Partial Statutory	0/0	0	0	0	0
<b>Sub-total Exemptions</b>		<b>1,918,600</b>	<b>0</b>	<b>0</b>	<b>130,000</b>
TIF 1 Increments	4 see footnote	0	0	0	22,500
<b>Total TIFs</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>22,500</b>
<b>Total Exemptions</b>		<b>1,918,600</b>	<b>0</b>	<b>0</b>	<b>152,500</b>
<b>TOTAL MUNICIPAL GRAND LIST</b>		<b>4,048,061.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,065,722.00</b>
<b>TOTAL EDUCATION GRAND LIST</b>					<b>4,065,722.00</b>
<b>NON-TAX</b>		<b>50 NON-TAX PARCELS ARE NOT INCLUDED ON THE 411</b>			

01/08/2015 10:10 pm		ANYTOWN Grand List Form 411 - (Town code: 291) Main District			
(Taxable properties only - State and Non-tax status properties are not listed below)					
REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Non-Resi Ed. Listed Value	Total Education Listed Value
Status on Personal Property					
1) Has inventory been exempted by vote of town/city? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
2) Has machinery and equipment been exempted by vote of your town/city? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
3) If yes for #2, what portion is now exempt? (include percentage) _____ 0.00 _____					
4) If no for #2, please indicate below how your town/city is assessing business personal property (Place "X" by option used)					
a) at fair market value _____ b) at depreciated value _____					
Summary of Adjustments to Taxable Values (Local Agreements Etc.)					
Approved (VEPC) Contracts/Exemptions   0					
Grandfathered Contracts/Exemptions   0					
Non-Approved (Voted) Contracts/Exemptions   0					
Homestead Non-Approved (Voted) Contracts/Exemptions   0					
Non-Resi Non-Approved (Voted) Contracts/Exemptions   0					
Municipal Contracts (Owner Pays Ed Tax)   0					
Special Exemptions   0					
Current Use (Use Value Appraisal Program)   0					
Veteran Exemptions   130,000					
Homestead Veteran Exemptions beyond 10K   0					
Non-Resi Veteran Exemptions beyond 10K   390,000					
Partial Statutory Exemptions   0					
Homestead TIF Exemptions   0					
<b>Non-Resi P.P. Exemptions</b>   <b>22,500</b>					
* Municipal TIF payments should be included in the municipal budget when calculating tax rates.					

## TIF District Setup

**C 411 Continued:** After you print or preview a 411 report you are prompted to send the grand list and 411 files to PVR. These are the files that PVR will process through their computer program and pass information along to the Education department. Below is picture of the prompt, typically the top option will be selected. By clicking on the 'OK' button the files will be sent to PVR. Typically PVR wants these files on August 15<sup>th</sup> November and a final set January 15<sup>th</sup> once the grand list has been finalized for a given year.



The files created and sent are stored in your NEMRC Directory and they are as follows:

- **411EXP##.CSV** – List of Totals of Exemptions in your Grand List. IE: Veterans, Contract, Farm Stabilization, Current Use, and Special Exemptions.
- **411LST##.CSV** – List of all your parcels where Tax Status is Non Taxable and State Owned Land
- **411TFP##.CSV** – Shows all parcels within your TIF District regardless of Parcel Status or Tax Status.
- **411TFS##.CSV** – TIF Summary File, This shows the information displayed on the 'Installation' 'TIF Setup' tab
- **411TOT##.CSV** –TIF district showing the information displayed on the 'Installation' 'TIF Setup' tab
- **411\_GL##.CSV** – All parcels on your Grand List report.



# TIF District Setup

**D. TIF Proceeds report** – This report will show taxes calculated on each parcel as well as the proceeds to be applied.

01/08/2015  
09:15 pm

ANYTOWN Grand List  
Tif Proceeds Report  
Tif id: 1

Page 1 of 2  
IT Consultant 2

Parcel	Increment Value	Total Tax Billed	Municipal Proceeds	Homestead Proceeds	Non-Resi Proceeds	Total Proceeds	Amount Due to State
10006- ANYTOWN SCHOOL		0.00	0.00			0.00	
Non-tax Count 1	0	0.00	0.00	0.00	0.00	0.00	0.00
10001- ARTHUR ADAM	30,000	2,210.00	150.00	0.00	270.00	420.00	90.00
10002- GILMAN MARTHA	0	1,700.00	0.00	0.00	0.00	0.00	0.00
10004- AFFILIATED CUSTOMS BROKERS USA INC	0	1,700.00	0.00	0.00	0.00	0.00	0.00
10007- STANLEY HOWARD B & LAURIE M	0	3,400.00	0.00	0.00	0.00	0.00	0.00
Active Count 4	30,000	9,010.00	150.00	0.00	270.00	420.00	90.00

Increment value from "TIF Value report" shown on page 5.

Total Tax that was calculated on these parcels Tax Bills. This is what the parcel owner pays to the Town in Taxes.

$(\text{Increment Value} \times .01) \times (\text{Town tax rate} + \text{Local Agreement Tax rate})$   
The first parcel listed  $(300,000 \times .01) \times (.50) = 150.00$

$(\text{Increment Value} \times .01) \times (\text{homestead Education tax rate})$ . This only is applied to parcels that declared a homestead declaration. This example shows zero because no homestead decs have been declared.

$((\text{Increment Value} \times .01) \times \text{Non Residential tax rate}) \times 75\%$   
 $((30,000 \times .01) \times 1.20) = 360.00 \times 75\% = 270.00$  the amount to be applied to paying down debt/bond.

Simply the Municipal + Homestead proceeds + Non Resi Proceeds added together.  $150.00 + 270.00 = 420.00$

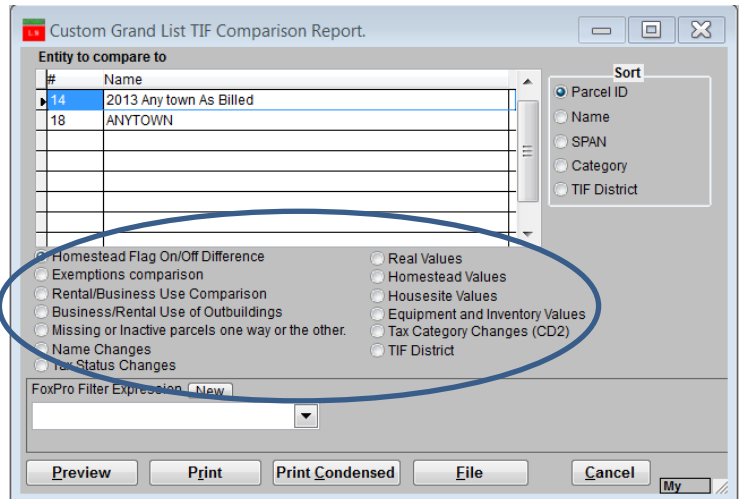
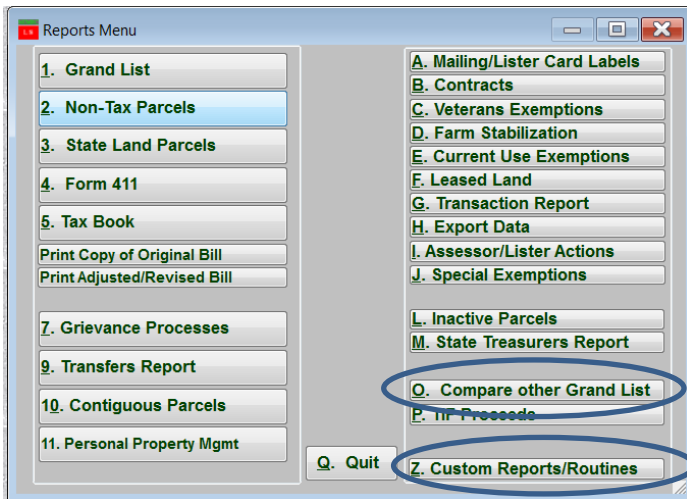
This column I believe should be reflecting the 25% of the education proceeds that get sent to the State. I am not certain why this is not calculating at 25 % but I will research further.  
 $((\text{Increment Value} \times .01) \times (\text{Non Res tax rate}) \times 25\%) = \text{amount due to state}$   
 $((30,000 \times .01) \times (1.20)) = 460 \times (25\%)$

# TIF District Setup

Page 2 of the TIF Proceeds report summarizes the TIF district Proceeds. Here you will be able to see the current Municipal, Homestead, and Non Residential tax rates.

01/08/2015	ANYTOWN Grand List
09:15 pm	Tif Proceeds Report
	Tif id: 1
<b>Total TIF 1 Increments</b>	<b>30,000</b>
Municipal Rate (per 100):	0.5000
Homestead Rate (per 100):	1.0000
Non-Residential Rate (per 100):	1.2000
<b>Total Tax Billed in TIF 1</b>	<b>9,010.00</b>
Municipal Proceeds (100%) TIF 1	150.00
Homestead Education Proceeds TIF 1	0.00
Non-Residential Education Proceeds TIF 1	270.00
<b>Total Proceeds TIF 1</b>	<b>420.00</b>
Amount due to State for Education in TIF 1	90.00

**E. Comparison Reports** – This is found on the ‘**Reports**’ menu and is one of the most powerful reports you will use to track your Grand list and TIF district. You may use the menu option on the ‘**Reports**’ menu labeled ‘**O Compare other Grand List**’ or ‘**Z Custom Reports and Routines**’ Using this option will give you an extra column which identifies which TIF district a parcel belongs. This report must be set up for you as it is a custom report so if you do not see it in the list after you select ‘**Z Custom Reports and Routines**’ call NEMRC support and ask for assistance in setting up ‘LSCUS69 Custom Comparison Report’. This report allows you to compare the Grand List you are currently in to any other grand list on your computer. You will be able to identify parcels that have been Added/Removed, Changed Categories and more. Simply select the Radio button next the item you would like to compare as seen on the right.



# TIF District Setup

Changes within your TIF District will occur and the following pages will go over a few common scenarios and how they should be handled. The most important part of this process is **Communication** with all entities that are involved with the TIF district in your municipality along with VEPC and PVR.

**Example 1:** Parcel 10001 purchases the neighbors parcel with the Parcel Id 10002. Both are within the TIF district border. Parcel 10002 parcel status will be changed to 'Inactive' all of the values and names can remain on this parcel as it is a good reference. **NEVER DELETE Parcels in your TIF Your Grand List.** The Assessor will re value Parcel 10001 with the newly acquired parcel acreage and value.

Parcel-id:10001¶ Acres:10.00¶ Base:100,000¶ Tax-Status--Taxable¶ Parcel-Status--Active¶	Parcel-id:10002¶ Acres:10.00¶ Base:100,000¶ Tax-Status--Taxable¶ <del>Parcel-Status--Active¶</del>	Parcel-id:10007¶ Acres:20.00¶ Base:200,000¶ Tax-Status--Taxable¶ Parcel-Status--Active¶
Parcel-id:10004¶ Acres:10.00¶ Base:100,000¶ Tax-Status--Taxable¶ Parcel-Status--Active¶	Parcel-id:10006¶ Acres:10.00¶ Base:0¶ Tax-Status--Non-Taxable¶ Parcel-Status--Active¶	

**TIF VALUE REPORT:** Shows that parcel 10001 has an increment of 130,000 and there is now 1 Inactive parcel which is 10002 which no longer has a current ed value as it has been combined to parcel 1001. The TIF Acre report will show the same acreage within the TIF District as well as the acreage "Should Not" increase or decrease.


01/11/2015 08:43 pm	Town of Anytown Grand List Education TIF Parcel Value Report Tif id: 1	Page 1 of 2 IT Consultant 2
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Parcel	Current Ed Value	Base Ed Value	Ed Increment	Ed Increment Value	Homestead % Increment	Non-Resi % Increment	Curr Stat
10006- ANYTOWN SCHOOL	0	0					A/N
Non-tax Count: 1	0	0	0	0	0	0	
10001- ARTHUR ADAM	230,000	100,000	130,000	130,000			97,500 A/T
10004- AFFILIATED CUSTOMS BROKERS USA INC	100,000	100,000	0	0			0 A/T
10007- STANLEY HOWARD B & LAURIE M	200,000	200,000	0	0			0 A/T
Active Count: 3	530,000	400,000	130,000	130,000	0		97,500
10002- ARTHUR ADAM	0	100,000					I/T
Inactive Count: 1	0	100,000	0	0	0	0	

# TIF District Setup

**Example 2:** Parcel 10007 of 20 Acres sells off 10 acres. A new parcel is created and added within the TIF district labeled 10007.1 using the steps found on page 3 to add the new parcel to the TIF District. It is very important to remember the following when creating new parcels *“If the original parcel is in the TIF then the new parcel must be in the TIF”*. So now we have 6 parcels in our TIF district yet the original base acreage and OTV does not change. The new parcel created will have a zero for OTV as this parcel did not exist when the TIF was locked down and parcel 10007 will maintain the OTV that was originally established.

<b>Parcel id: 10001</b> <b>Acres: 20.00</b> <b>Base: 230,000</b> <b>Tax Status – Taxable</b> <b>Parcel Status - Active</b>		<b>Parcel id: 10002</b> <b>Acres: 10.00</b> <b>Base: 100,000</b> <b>Tax Status – Taxable</b> <b>Parcel Status - Inactive</b>	<b>Parcel id: 10007</b> <b>Acres: 10.00</b> <b>Base: 100,000</b> <b>Tax Status – Taxable</b> <b>Parcel Status - Active</b>
<b>Parcel id: 10004</b> <b>Acres: 10.00</b> <b>Base: 100,000</b> <b>Tax Status – Taxable</b> <b>Parcel Status - Active</b>	<b>Parcel id: 10006</b> <b>Acres: 10.00</b> <b>Base: 0</b> <b>Tax Status – Non Taxable</b> <b>Parcel Status - Active</b>	<b>Parcel id: 10007.1</b> <b>Acres: 10.00</b> <b>Base: 0</b> <b>Tax Status – Taxable</b> <b>Parcel Status - Active</b>	

**TIF VALUE REPORT:** Shows parcel 10007 has a decrement of -100,000 due to the sale of 10 acres and there is now the new parcel shown 10007.1 adding + 100,000

01/11/2015  
09:15 pm


Town of Anytown Grand List  
Education TIF Parcel Value Report  
Tif id: 1

Page 1 of 2  
IT Consultant 2

Parcel	Current Ed Value	Base Ed Value	Ed Increment	Ed Increment	Homestead Value	% Increment	Non-Resi % Increment	Curr Stat
10006- ANYTOWN SCHOOL	0	0						A/N
Non-tax Count: 1	0	0	0	0	0	0	0	
10001- ARTHUR ADAM	230,000	100,000	130,000	130,000				97,500 A/T
10004- AFFILIATED CUSTOMS BROKERS USA INC	100,000	100,000	0	0				0 A/T
10007- STANLEY HOWARD B & LAURIE M	100,000	200,000	-100,000	0				0 A/T
10007-1 KELLY ASEL	100,000	0	100,000	100,000				75,000 A/T
Active Count: 4	530,000	400,000	130,000	230,000	0			172,500
10002- ARTHUR ADAM	0	100,000						I/T
Inactive Count: 1	0	100,000	0	0	0	0	0	

# TIF District Setup

**Example 3:** Non Taxable parcel 10006 is sold and becomes a Taxable parcel. Currently we have 1 parcel in our TIF district that was Non Taxable at the time the TIF district was established as you can see on the previous TIF Value reports. Now that it has been sold it will become a taxable entity.

<b>Parcel id:</b> 10001 <b>Acres:</b> 20.00 <b>Base:</b> 230,000 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active		<b>Parcel id:</b> 10002 <b>Acres:</b> 10.00 <b>Base:</b> 100,000 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Inactive	<b>Parcel id:</b> 10007 <b>Acres:</b> 10.00 <b>Base:</b> 100,000 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active
<b>Parcel id:</b> 10004 <b>Acres:</b> 10.00 <b>Base:</b> 100,000 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active	<b>Parcel id:</b> 10006 <b>Acres:</b> 10.00 <b>Base:</b> 0 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active	<b>Parcel id:</b> 10007.1 <b>Acres:</b> 10.00 <b>Base:</b> 0 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active	

**TIF Value Report:** Now reflects that there are 5 active Taxable parcels and parcel 10006 now shows a 299,300 increment because Non Taxable parcels have OTV this parcel is seen as new value to the TIF district.

01/11/2015  
09:28 pm


Town of Anytown Grand List  
Education TIF Parcel Value Report  
Tif id: 1

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Parcel	Current Ed Value	Base Ed Value	Ed Increment	Ed Increment	Homestead Value	% Increment	Non-Resi Curr	Stat
10001- ARTHUR ADAM	230,000	100,000	130,000	130,000			97,500	A/T
10004- APPLICATED CUSTOMS BROKERS USA INC	100,000	100,000	0	0			0	A/T
10006- HANSON HARDWARE	299,300	0	299,300	299,300			224,475	A/T
10007- STANLEY HOWARD B & LAURIE M	100,000	200,000	-100,000	0			0	A/T
10007-1 KELLY ASEL	100,000	0	100,000	100,000			75,000	A/T
Active Count: 5	829,300	400,000	429,300	529,300			0	396,975
10002- ARTHUR ADAM	0	100,000						I/T
Inactive Count: 1	0	100,000	0	0			0	0

# TIF District Setup

**Example 4:** Taxable Parcel that is sold and becomes 'Non Taxable' or 'State/Federal owned land'. Remember a 'Non Taxable Parcel is different than a parcel in which the municipality Votes to exempt from paying a portion or all of the tax calculated. Examples of 'Non Taxable' or 'State/Federal owned land' are: Churches, Schools, Town office Buildings, Federal land and buildings etc. You must also identify these types of properties with a Statute that supports why they are Non Taxable within your Grand List software. In our TIF district below parcel 10007 is sold to the Municipality and becomes 'Non Taxable'. The OTV and the Value of the parcel must stay on this parcel. Only the Ownership and Parcel Status will change in this situation.

<b>Parcel id:</b> 10001 <b>Acres:</b> 20.00 <b>Base:</b> 230,000 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active		<b>Parcel id:</b> 10002 <b>Acres:</b> 10.00 <b>Base:</b> 100,000 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Inactive	<b>Parcel id:</b> 10007 <b>Acres:</b> 10.00 <b>Base:</b> 100,000 <b>Tax Status –</b> Taxable <b>Parcel Status –</b> <del>Active</del> Non Taxable
<b>Parcel id:</b> 10004 <b>Acres:</b> 10.00 <b>Base:</b> 100,000 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active	<b>Parcel id:</b> 10006 <b>Acres:</b> 10.00 <b>Base:</b> 0 <b>Tax Status –</b> Taxable <b>Parcel Status -</b> Active	<b>Parcel id:</b> 10007.1 <b>Acres:</b> 10.00 <b>Base:</b> 0 <b>Tax Status –</b> Taxable <b>Parcel Status –</b> Active	

**TIF VALUE REPORT:** Now shows parcel 10007 in the Non Taxable section with a current ed Value of 0. Because this parcel will not get a tax bill as long as they are Non Taxable.

Parcel	Current Ed Value	Base Ed Value	Ed Increment	Ed Increment Value	Homestead % Increment	Non-Resi Curr % Increment	Stat
10007- TOWN OF ANYTOWN	0	200,000					A/N
Non-tax Count: 1	0	200,000	0	0	0	0	
10001- ARTHUR ADAM	230,000	100,000	130,000	130,000		97,500	A/T
10004- AFFILATED CUSTOMS BROKERS USA INC	100,000	100,000	0	0		0	A/T
10006- HANSON HARDWARE	299,300	0	299,300	299,300		224,475	A/T
10007-1 KELLY ASEL	100,000	0	100,000	100,000		75,000	A/T
Active Count: 4	729,300	200,000	529,300	529,300	0	396,975	
10002- ARTHUR ADAM	0	100,000					I/T
Inactive Count: 1	0	100,000	0	0	0	0	

## TIF District Setup

**Example 5:** Boundary line adjustment within the TIF district or survey is filed and acreage is changed. As we mentioned before, once a TIF district is established and locked down the TIF district boundary, Original TIF Acreage, and OTV should **not** be changed. However if an error has been identified it can be and should be corrected following the proper protocol. If you discover an issue do the following:

1. Research the issue to make sure you have the correct and complete information.
2. Discuss it with members within your municipality that are involved with your TIF district.
3. Have your VEPC contact person document and bring it to the attention of VEPC "Fred Kenney". Use the Substantial Change process in the rule, Section 1003.3.3 provided by VEPC.
4. Document the solution WITH IN your Grand List software as well as your CAMA data, include dates, names of who was involved and why the change was made. Also make mention where printed documentation can be found. Scanned images of documents are helpful as well.
5. Once you receive approval, VEPC will notify PVR. You should also let PVR know when you make the changes and forward a new form 411 that documents the change.
6. Do not just rely on having an email as your source of documentation. Often the original contact person is no longer available or works for the municipality and you no longer have access to their emails.

**Example 6:** Found a parcel that should have been included in the original set up of the TIF district. Follow the steps identified in example 5. VEPC will make a decision how to proceed and when or if the parcel should be added. If it is decided that the Base OTV or Acreage should change then it should be well documented and NEMRC support will assist you with the change. NEMRC will not change the OTV or Original Acreage values unless you have VEPC approval first.

## TIF District Setup

**Example 7:** Parcel 10004 which is inside the TIF district purchases Parcel 10008 a 10 acre parcel outside the TIF district. In this situation normally you would inactivate parcel 10008 and add the value and acreage to parcel 10004. Following the rules for contiguous parcels under the same ownership. Because parcel is within the TIF you will have to ask VEPC if moving the TIF boundary would appropriate. In most cases you will not be combined these parcels together as normal due to the TIF boundary. Keep these 2 parcels separate and simply change the ownership accordingly unless an amendment has been approved by VEPC allowing the TIF boundary change. Again document the reason behind the decision on the parcel within the grand list and CAMA software.

	<p><b>Parcel id:</b> 10001  <b>Acres:</b> 20.00  <b>Base:</b> 230,000  <b>Tax Status –</b> Taxable  <b>Parcel Status -</b> Active</p>	<p><b>Parcel id:</b> 10002  <b>Acres:</b> 10.00  <b>Base:</b> 100,000  <b>Tax Status –</b> Taxable  <b>Parcel Status -</b> Inactive</p>	<p><b>Parcel id:</b> 10007  <b>Acres:</b> 10.00  <b>Base:</b> 100,000  <b>Tax Status –</b> Taxable  <b>Parcel Status -</b> Active</p>
<p><b>Parcel id:</b> 10008  <b>Acres:</b> 10.00  <b>Tax Status –</b> Taxable  <b>Parcel Status -</b> Active</p>	<p><b>Parcel id:</b> 10004  <b>Acres:</b> 10.00  <b>Base:</b> 100,000  <b>Tax Status –</b> Taxable  <b>Parcel Status -</b> Active</p>	<p><b>Parcel id:</b> 10006  <b>Acres:</b> 10.00  <b>Base:</b> 0  <b>Tax Status –</b>Taxable  <b>Parcel Status -</b> Active</p>	<p><b>Parcel id:</b> 10007.1  <b>Acres:</b> 10.00  <b>Base:</b> 100,000  <b>Tax Status –</b> Taxable  <b>Parcel Status -</b> Active</p>

**Example 8:** Changing Parcel IDs within the TIF district. If you find you need to change a parcel id within the TIF district follow the steps listed 1 – 5 in example 5 on page 15. Preserve the original parcel id by noting it in the Grand List and CAMA software. Even though the Parcel id is changing the Span # that has been assigned to the parcel will remain the same and is included on all of your reports submitted to VEPC and PVR.

**Summary:** This document only highlights some of the more common situations that you might encounter within your TIF district. As you see by reading this document a TIF district is always identified initially as a given area of space “Acreage” and the Parcels that make of this area. The parcels may change ownership, size, and value but they must always be a part of the TIF district. Any parcel that is assigned an OTV (Original Taxable Value) will always keep that OTV. Any modifications outside the normal adding and combining parcels need to be approved by VEPC and well documented as mentioned in the examples within this document. Never Delete parcels from your TIF District use the ‘Inactive’ parcel status. Communicate and document any and all changes that occur within the software as well as in your files stored at your office. Furthermore, Make sure all members involved with the TIF district are aware of how the Grand List software is used to track these districts and what reports are available to them.

DO NOT Hesitate to ask NEMRC, PVR, or VEPC questions that you might have.