



**STATE OF TENNESSEE  
COMPTROLLER OF THE TREASURY  
OFFICE OF GENERAL COUNSEL**

**Justin P. Wilson  
Comptroller**

**James K. Polk State Office Building  
505 Deaderick Street, Suite 1700  
Nashville, Tennessee 37243-1402  
Phone (615) 401-7786  
Fax (615) 741-1776**

**Robert T. Lee  
General Counsel**

August 1, 2014

**MEMO**

To: Industrial Development Board Staff Contacts  
From: Betsy Knotts, Assistant General Counsel   
Subject: Tax Increment Financing (TIF) Reporting

By **October 1, 2014**, please send a copy of your agency's statement of incremental revenue allocations for the most recent fiscal year to the Comptroller's repository designee as follows:

Barry Monson, TMA  
Administrative Oversight Manager  
Comptroller of the Treasury  
Division of Property Assessments  
Suite 1400, 505 Deaderick St.  
Nashville, TN 37243-0277  
(615) 401-7912  
barry.monson@cot.tn.gov

As a reminder, T.C.A. § 9-23-106(b) requires tax increment agencies to file finalized TIF creation documents with the Comptroller's Office. Please file a copy of the following documents with Barry Monson at the address above as soon as possible:

- Copy of the description of all land within the redevelopment area;
- Copies of all resolutions approving the original TIF plan and any amendments to the plan;
- A map or plat indicating the boundaries of the property within the redevelopment area; and
- The base tax amount with respect to all property subject to the plan.

When asking for a written determination that a certain purpose or an extended plan term is in the best interest of the State, pursuant to T.C.A. §§ 9-23-104 and 9-23-108, please submit the following documents to the Comptroller's Office of General Counsel with Attention to TIF Review Staff:

- Request letter explaining in detail why an extended plan term is reasonably required for plan completion or why tax increment financing is essential to the development of a privately-owned project;
- Copies of all resolutions approving the original TIF plan and any amendments to the plan;
- Copy of the Development and Financing Agreement or similar agreement (draft version is acceptable if it is a proposed financing);
- Copy of any Guaranty Agreement from a private party or similar agreement (draft version is acceptable if it is a proposed financing);
- Tax increment revenue projections, including the contact information of the person or entity that prepared such projections; and
- Contact information, including e-mail addresses, for bond counsel, financial advisors, and any other professionals working on the financing.