

State Board of Equalization

Annual PILOT and TIF Reports due October 1, 2018



Step #1: Please submit all economic development agreements, as defined in Tenn. Code Ann. §§ 4-17-301 to 305 (2017), via email to Arlene.Hailey@cot.tn.gov. Examples of these agreements include PILOT lease agreements and TIF development plans.

PAYMENT IN LIEU OF TAXES (PILOT) REPORTING

Step #2: Please file all relevant payment in lieu of tax (PILOT) reports online or via email to Arlene.Hailey@cot.tn.gov.

- The annual PILOT report must be submitted electronically at: <http://www.comptroller.tn.gov/IDBHED/>
- (**Note:** A late filing fee of \$50 will be charged after October 1st. A copy of the report must also be filed with the assessor of property in the county where the property is located no later than **October 15th**.)

FOR EACH PROPERTY LISTED, YOU WILL NEED TO PROVIDE THE FOLLOWING INFORMATION:

EST. VALUE:	Good faith estimate of value
DATE1:	Lease date
TERM	Lease term (mos./yrs.)
RENT:	Amount of stated rent per the lease
PILOT/CITY:	Annual payments in lieu of property taxes payable to or for the benefit of a city
PILOT/CO.:	Annual payments in lieu of property taxes to or for the benefit of a county
DATE2:	Date the property is scheduled to return to the regular tax rolls
L/H TAX:	If the county assessor has recorded a positive value for the leasehold interest, state the amount of tax due (confirm with county assessor.)

A report must be filed for properties owned by **Health and Educational, Industrial Development and Sports Authority Boards**

The full lists of project codes and county codes are available through our website at http://www.comptroller.tn.gov/SBOE/pdf/20130305_IDBprojectCodes.pdf
<http://www.comptroller.tn.gov/SBOE/pdf/20150910CountyCodes.pdf>

TAX INCREMENT FINANCING (TIF) REPORTING

Step #3: Parties to tax increment agreements are also required to file copies of the final agreements with the Comptroller's office, as well as the county executive (and city mayor, if applicable) by **October 1st**.

- Tax increment financing (TIF) submissions are used to track tax breaks across the state by county. Currently, there is not an accurate database on PILOTs or TIFs.

INFORMATION TO BE INCLUDED IN YOUR AGENCY'S ANNUAL STATEMENT OF TAX INCREMENT REVENUES:

Name of the Redevelopment Plan Area or Economic Impact Plan Area
Name of Tax Increment Agency
Contact Information
Increment received for Tax Year _____ from city of _____
Increment received for Tax Year _____ from county of _____

All reports should be submitted online. If you have any questions, please contact **Arlene Hailey** at Arlene.Hailey@cot.tn.gov.