

Comptroller of the Treasury Division of State & Local Finance

Public Debt Form instructions

1. Select the link to the form

Tennessee Comptroller of the Treasury
Division of Local Finance


Public Debt Report

Public Debt Report Form (CT0253)

Pursuant to TCA 9-21-151, the State Funding Board has adopted by resolution the form, guidelines and procedures regarding the Public Debt Report Form CT0253. The form must be submitted to the State Director of Local Finance within 45 days following issuance of a debt obligation.

The Public Debt Form may now be completed through a fillable PDF and submitted by email. If necessary, this will also allow preparers to save in-process forms for completion at a later date prior to being submitted to the Director of Local Finance. [Click here](#) for instructions on completing and emailing the form. **PLEASE NOTE: For forms submitted by email, the names of the authorized representative of the entity issuing the debt and the preparer of the form must be entered in the spaces previously containing signatures of these individuals. This will be understood to mean that these are the individuals who prepared and reviewed the form. If the form is not being emailed directly from the issuer of the debt obligation, the email address of the issuer must be identified in the email transmittal message in order that an email acknowledgment may be returned from the Director of Local Finance to the entity issuing the debt obligation.**

The General Assembly adopted [Public Chapter 392, Acts of 2005](#), which amended TCA Section 9-21-151. The State Funding Board is directed to adopt by resolution the form, guidelines and procedures to be used for the submission of the required information. The statute further specifies that filing cannot be required until 30 days after adoption of the resolution. At a meeting held on August 5, 2005, the State Funding Board confirmed the continued validity of the Report on Debt Obligation, [State Form CT0253](#).

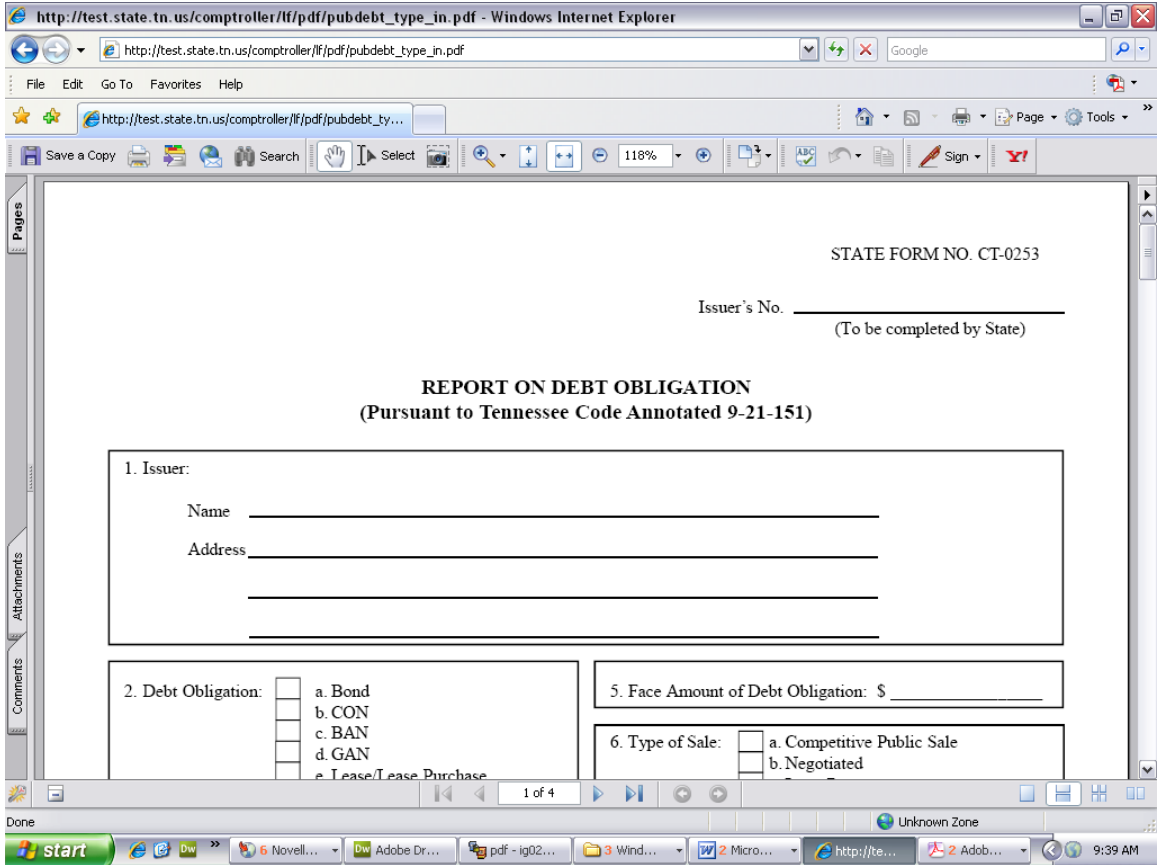
These forms are in Adobe[®] Acrobat[™] format. To view or print them you will need the Acrobat Reader  software. If you do not already have this software you can get it by clicking the "Get Acrobat" button below.

[Get Adobe Reader](#)

Adobe, Acrobat and the Acrobat logo are trademarks of Adobe Systems Incorporated. Macintosh is a registered trademark of Apple Computer, Inc. Windows is a trademark of Microsoft Corporation.

Division of Local Finance Home | Comptroller of the Treasury Home | State of Tennessee Home | Search

2. When the PDF opens click the “save a copy” button to save the document to your computer. **NOTE:** Depending on the version of Adobe installed on your computer the save button may look different.



3. Browse to the saved file and open it in Adobe Reader. There will be a typewriter button on the top of document. **NOTE:** Depending on the version of Adobe installed on your computer the typewriter button may look different.

pubdebt_type_in.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 4 102% Review & Comment Find

This PDF can be completed using the Typewriter Tool. Typewriter

STATE FORM NO. CT-0253

Issuer's No. _____
(To be completed by State)

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated 9-21-151)

1. Issuer:

Name _____
Address _____

2. Debt Obligation: a. Bond
 b. CON
 c. BAN
 d. GAN
 e. Lease/Lease Purchase
 f. Loan Agreement

5. Face Amount of Debt Obligation: \$ _____

6. Type of Sale: a. Competitive Public Sale
 b. Negotiated
 c. Loan Program _____
specify

7. Tax Status: _____

start 6 Novell Gr... Dw Adobe Drea... pdf - lg02025... 3 Windows ... 2 Microsoft ... pubdebt_typ... 9:41 AM

Select the typewriter button to begin typing on the form. You will be able to save your work for your records.

Please email completed forms to StateandLocalFinance.PublicDebtForm@tn.gov