



## Economic Revitalization Zone Tax Credits FAQs

### How do I qualify for a tax credit?

Create one or more new full time incremental job(s) and have capital investment in your business during a calendar year.

The capital investment is also referred to as a project and every project is unique. Typical projects or capital investment consist of new construction, renovation, expansion or new equipment.

If you have any questions on whether something is considered capital investment you can check with your accountant or call the tax incentive program manager listed below.

- The calendar year eligible will always be the most recent January-December time period. For example, if you are submitting in February 2022, all submitted materials should be for calendar year 2021.

### What if my project happened over more than one year?

You could be eligible to apply for a credit more than one year. You need capital investment and new incremental jobs in any calendar year to qualify. Look to see if the project will allow you to align any new hired employees to match up with the capital investment in each year the project took place.

### When must I submit my application?

All submissions **must be postmarked on or before February 10 each year, with no exceptions**. There are no retroactive credits for prior years.

### What do I need to provide?

A completed application. Please fill out all three pages completely:

**Section A:** business information including the business EIN # and brief description of project. Invoices are required as verification of the project. A spreadsheet or documents summarizing total costs to correspond with project invoices is recommended.

Remember eligible invoices are only those dated within the calendar year being considered. Prior year invoices will not be eligible. The only exception is equipment that must be ordered in advance and not placed in service until it will be delivered within the eligible calendar year. Verification must be provided.

**Section B:** New full time job creation. These are annualized wages. Even if you hire employees in December, please calculate and submit what the employee wages would be for a full year.

**Section C:** Initial and sign.

For more information, please contact the program manager Bridgett Beckwith, whose contact information is below.