



## 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 2020, all submitted materials should be for calendar year 2019.

### 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.

# New Hampshire Division of Economic Development Economic Revitalization Zone Tax Credits

## TAX CREDIT CERTIFICATION ~ FORM ERZ-2 for BUSINESS APPLICANTS

**Complete and Mail by February 10<sup>th</sup> following the applicant's tax year to:**

State of NH  
Division of Economic Development  
ERZ Program Administrator  
100 North Main Street, Suite 100  
Concord, NH 03301

Instructions: Follow the specific instruction given in each section and TYPE all information.  
**Provide an original, signed, and completed application**, including all attachments (electronic applications are not accepted).

### SECTION A – INFORMATION

Taxpayer/Business Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: Street/PO Box: \_\_\_\_\_

City/Town/State and Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Taxpayer's Filing Period: \_\_\_\_\_

ERZ Tax Credit Eligibility:

1. Provide Street Address or Tax Map / Lot of the Business within the ERZ and EIN #:
2. Provide a Copy of the ERZ Tax Credit Designation Letter of Certification issued to the City or Town by BEA.

ERZ Project Description:

3. Describe the project and actual investment costs in detail. Include copies of cost invoices, etc. Include a separate page and copies of documents as necessary.
4. Duration of the project – Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

## SECTION B – JOB INFORMATION

### Instructions:

1. Provide the following information and attach additional sheets if necessary.

### LIST ALL NEW, INCREMENTAL FULL TIME POSITIONS CREATED IN THE LATEST CALENDAR YEAR

(Note: Full Time Position is defined as at least 35 hrs. per week and is a permanent year round position).

Position Title	Hiring Date	Hourly Wage Rate	Average Hours Worked Per Week	Annualized Base Wages (Rate x Hrs. x 52)	Bonus Paid (if any)	Total Compensation (Base plus Bonus)
Example #1 Manager	6/1/2019	\$ 20.00	40	\$ 41,600	\$ 250	\$ 41,850
Example #2 Clerk	10/31/2019	\$ 8.25	35	\$ 15,015	\$ -	\$ 15,015

Total number of new incremental jobs created in the calendar year 2019 \_\_\_\_\_  
Total number of employees working for your company as of December 31, 2019 \_\_\_\_\_

## SECTION C – DOCUMENT CHECKLIST

**Instructions:** Attach copies of the following with your application.

Checklist:

\_\_\_\_\_ Documentation indicating detailed actual investment in the project (not estimated) in the calendar year.

\_\_\_\_\_ Copy of the ERZ Tax Credit Designation Letter of Certification issued to the local City or Town by BEA.

## SECTION D – PROJECT GUARANTEE/SIGNATURES

**Instructions:** Taxpayer must initial acceptance of the following guarantee.

It shall be the responsibility of the Taxpayer to guarantee that all elements of the project are completed. Failure to complete a project shall result in the Taxpayer's forfeiture of remaining credits.

\_\_\_\_\_ (INITIALS)

Signature of Taxpayer: \_\_\_\_\_ Date \_\_\_\_\_

Type/Print Name: \_\_\_\_\_ Title \_\_\_\_\_

*~Office Use Only~*

APPROVAL:

\_\_\_\_\_  
Taylor Caswell, Commissioner

\_\_\_\_\_  
Date

Department of Business and Economic Affairs