

Guide to Enterprise Zone Certification

Application Portal: <https://oedit.secure.force.com/oedit/>

Secure | <https://oedit.secure.force.com/oedit/>

CO COLORADO

LOGIN

Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system.
Login to view saved applications, check application status, or apply for funding opportunities.

Username

Password

[Forgot Your Password?](#) | [New User?](#)

TIPS FOR THE ONLINE APPLICATION SYSTEM

1. Your Username is your Email.
2. Use one of the preferred browsers; Google Chrome, Mozilla Firefox or Safari.
3. If you are getting a "blank screen" or "error message" you need to clean out your Temporary Internet Files and Cache.
4. To reset your password click on [Forgot Your Password?](#) hyperlink located below the Username and Password fields. Type in your username which in most cases will be your email. The system will email you a temporary password. When you log into the portal with your username and temporary password you will be prompted to create a new password.
5. If you are a new user, the system administrator will need to approve your request. This may take up to 48hrs.

For further assistance registering or logging into the system, please contact Leasa Schwaebe at leasa.schwaebe@state.co.us.

Review the “Tips for the Online Application System”.

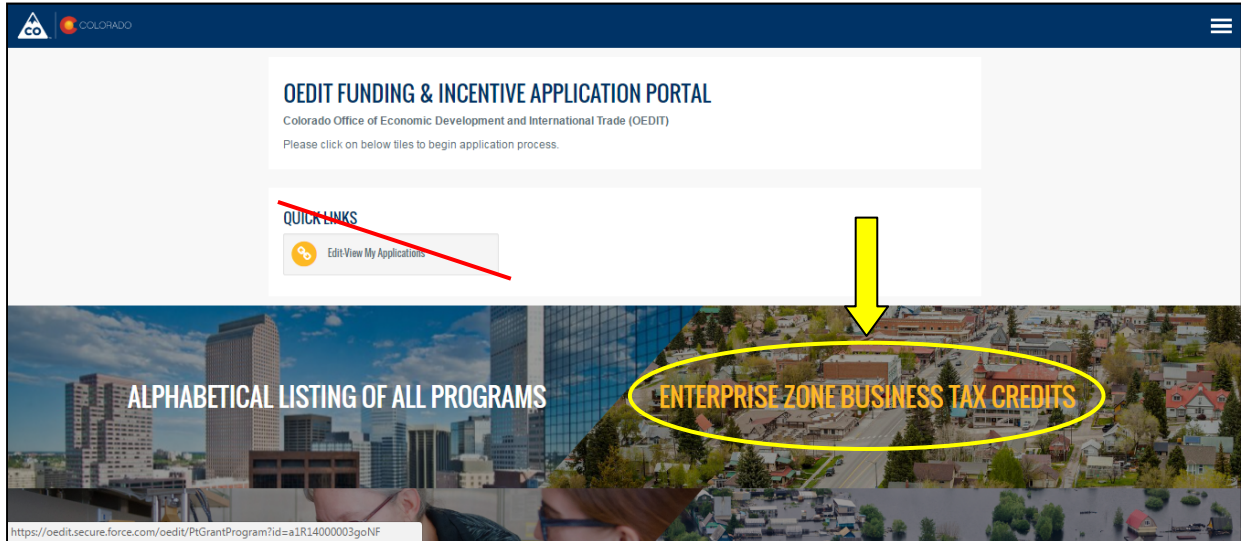
Enter your “Username” and “Password”. A Username is typically your Email Address.

Passwords expire after 1 year. [Click on “Forgot Your Password” if your password has expired or you’ve forgotten it; you can update it.](#)

Click the “Login” button.

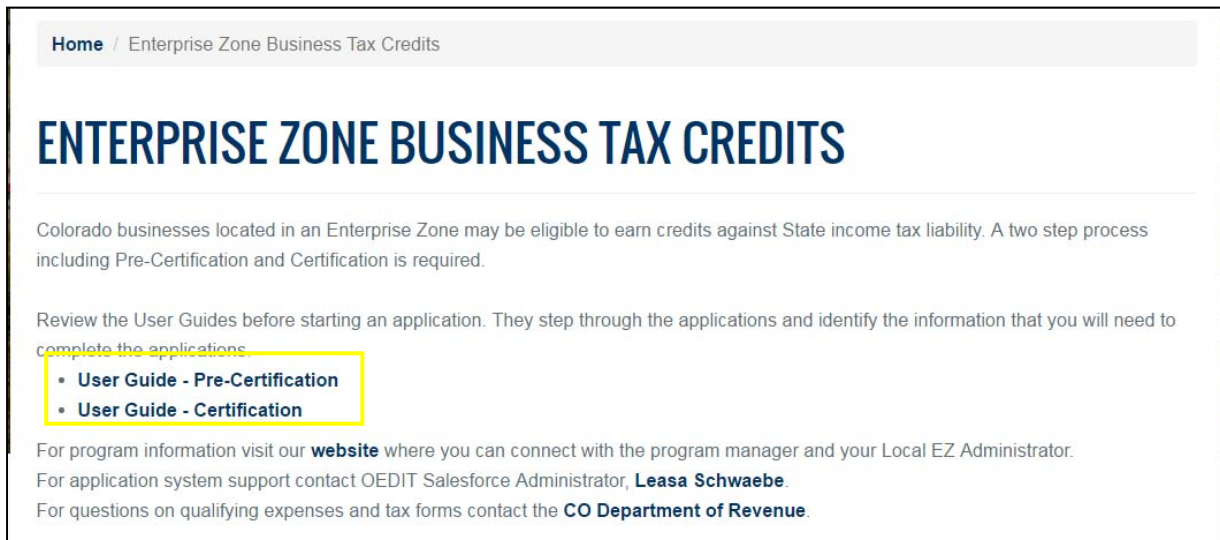
Guide to Enterprise Zone Certification

This page shows the various funding and incentive applications available. Look for the “Enterprise Zone Business Tax Credits” tile and click on it. Note the Quick Link – this is a useful way to look at the existing applications you have across OEDIT programs; however, for the Enterprise Zone program it only provides a view of your Pre-Certification applications - options are best when you click on the program tile.



The Enterprise Zone Business Tax Credits page has 5 sections. Scroll down the page for Pre-Certification and Certification Applications and to view your existing applications.

The top-most portion, pictured below, gives a brief description, has links to the **user guides**, and links to resources.



Guide to Enterprise Zone Certification

In order to certify for EZ tax credits, you must have an approved Pre-Certification. Certification applications are to be completed after the conclusion of the tax year, but prior to submitting your tax return to the CO Department of Revenue.

Note: if you've already started a Certification application, go to the section of this document on Editing a Certification Application.

There are two different approaches to starting a new Certification application.

- 1) Scroll down to the "Apply for Funding Opportunities Section" where you to start a new Certification application by clicking either the text in the Application column or the "Apply" button in the Action column. You will need to have a Pre-Certification number and a TaxID to proceed.

APPLY FOR FUNDING OPPORTUNITIES

Application	Summary	Action
Enterprise Zone Pre-Certification	Pre-Certification is required in advance of the activity eligible to earn EZ tax credits. Pre-certification can be completed up to 3 months in advance of the business' tax year start date. Pre-Certification is an annual requirement.	Apply
Enterprise Zone Certification	Certification applications can be completed any time before filing a Colorado income tax return for the year in which the credit was earned. The Certificate must be submitted with your Colorado income tax return, in lieu of forms DR0074, 76 & 77.	Apply

Amend Request that a submitted Pre-Certification or Certification application be re-opened so that you can make changes.

Transfer A business owner may request that a Pre-Certification or Certification record be moved to a different Accountant/CPA.

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ENTERPRISE ZONE CERTIFICATION

DO NOT CLICK THE BACK OR FORWARD BUTTON IN YOUR WEB BROWSER. THIS WILL CREATE NEW FUNDING APPLICATIONS AND WILL INTERFERE WITH THE APPLICATION PROCESS.

Certification

From January 1, 2012, businesses must first Pre-Certify in advance of activity that may earn an Enterprise Zone income tax credit, and then they may Certify to claim the tax credit. An approved Certification must accompany the business' income tax filing with the Colorado Department of Revenue.

To create a new application for this opportunity, click the "Apply Now" button below.

[View Other Opportunities](#) [Apply Now](#)

[Return to Top](#)

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ENTERPRISE ZONE CERTIFICATION: APP-103476

GUIDELINES

TAX CREDIT CERTIFICATION

Pre-Certification Information
Please complete the required pre-certification information fields. If this is for an amended certification you will need to provide the certification filing number and taxpayer ID number for the previous filing.

Taxpayer Id Number

Pre-Certification Number

Next

OR

- 2) Scroll down to the “My Pre-Certifications Section” where you will find all pre-certification applications related to your account on which you can initiate a new Certification application.

MY PRE-CERTIFICATIONS

In this section, you can review and submit draft applications, view and print submitted applications, and **initiate a Certification application** for an approved Pre-Certification.

ACTION ICON INDEX:

EDIT PRINT CERTIFY DELETE

Use the search field to easily locate a Pre-Certification record. Enter things like a Pre-Certification Number, a business/Location Name, or a Tax Year End Date to locate records. Enter at least 3 characters to search.

Search Enterprise Zone Pre-Certifications

1 of 3 (41 records total) Page Size 20

Application	Pre-certification Number	Pre-certification Status	Location/Business Name	Taxpayer Id	Tax Year End Date	Actions
APP-29770	2014-P-019141	Approved	Test Record- Lemonade Stand	*****6789	12/30/2014	
APP-30178	2014-P-019332	Approved	Test Record	123	12/31/2014	





If you know the Pre-Certification #, simply enter it in the search field.

Guide to Enterprise Zone Certification

MY PRE-CERTIFICATIONS

In this section, you can review and submit draft applications, view and print submitted applications, and initiate a Certification application for an approved Pre-Certification.





ACTION ICON INDEX:

 EDIT  PRINT  CERTIFY  DELETE

Use the search field to easily locate a Pre-Certification record. Enter things like a Pre-Certification Number, a business/Location Name, or a Tax Year End Date to locate records. Enter at least 3 characters to search.

Search Enterprise Zone Pre-Certifications

1 of 3 (41 records total) << Previous Next >> Page Size 20

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APP-29770	2014-P-019141	Approved	Test Record- Lemonade Stand	*****6789	12/30/2014	 
APP-30178	2014-P-019332	Approved	Test Record	123	12/31/2014	 

Otherwise, there are options for finding the Pre-Certification record for which you want to initiate a Certification.

- You can find the Pre-Certification # for which you want to Certify by clicking on any of the **column headers** to sort the records in ascending or descending order.
- You can enter **search terms** for a Location Business Name or a Tax Year End Date.

Make sure that the Pre-Certification record is for the tax year that you want to Certify. There is a one-to-one relationship between Pre-Certifications and Certifications – once you've used a Pre-Certification record to Certify, you cannot initiate another Certification record on it.

Guide to Enterprise Zone Certification

The following screens and steps are the same whether you went through route 1 or 2 above.

This screen is a summary of the Pre-Certification record.

Verify that this is the business and tax year for which you want to Certify. If not you can leave the Certification and go back to the home page.

Click the Next button.

The screenshot shows a web application interface for Enterprise Zone Certification. At the top, there is a breadcrumb trail: "Home / Enterprise Zone Certification". Below this is a large heading: "ENTERPRISE ZONE CERTIFICATION: APP-103480". There are two main menu items: "GUIDELINES" and "TAX CREDIT CERTIFICATION", with the latter being selected. A disclaimer states: "Data entered into this system is public record as defined in C.R.S. 24-7-202 (6), except as noted otherwise in this application. The Colorado Office of Economic Development is required to report certain information in aggregate and investment tax credit data by business. Colorado Income Tax returns filed with the Colorado Department of Revenue are not public record." The main section is titled "Pre-Certification Information" and contains the text: "This Certification application for Enterprise Zone Income Tax Credits is for:". Below this is a list of details: "Pre-Certification #: P-074205", "Business Name/Location: Test 2", "Taxpayer ID: *****6789", "Name of Business Owner/Representative: Sonya G", "Business Number:", "Business Email:", "In Enterprise Zone: East Central EZ", and "This business may qualify for credits for activity between: September 22, 2016 and June 29, 2017". A note at the bottom states: "This application and any resulting Certification for Enterprise Zone Tax Credits is not valid for activity conducted outside of these dates." At the bottom left, there is a "Next" button.

All of this information comes from the Pre-Certification application. The eligibility dates are set by the Pre-Certification application date. The eligibility period is the later of the pre-certification application date or the tax year start date entered by the applicant through the tax year end date entered by the applicant.

Guide to Enterprise Zone Certification

This screen shows the location address or description of the business covered by the Pre-Certification. Answer questions in the Certification application for this location only.

The screenshot displays a web application interface for Enterprise Zone Certification. At the top, there is a breadcrumb trail: "Home / Enterprise Zone Certification". Below this, the main heading reads "ENTERPRISE ZONE CERTIFICATION: APP-103480". A navigation menu on the left includes "GUIDELINES" and "TAX CREDIT CERTIFICATION". The "TAX CREDIT CERTIFICATION" section is expanded to show "Business Information".

Based on the pre-certification # P-074205 at Business Name/ Location Name: **Test 2**

This Business location is:

- Street Address: **12 Oak Street**
- City: **Walsenberg**
- State: **CO**
- Zip code: **80112**
- Colorado County: **Gunnison County**

At the bottom of the form, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a yellow border.

Guide to Enterprise Zone Certification

The fields on this next screen are required. The date business activity began determines eligibility for the Employer Sponsored Health Insurance Credit and re-location impacts the employment base count for employee credits and qualified investment for the Investment Tax Credits.

▼ TAX CREDIT CERTIFICATION

Business Location Information

Note: The following information is required regardless of whether or not any jobs credits are being claimed. For statistical purposes, self-employed owners and partners working in the business should be counted here, even if they do not qualify as "employees" for other tax purposes.

When did business activity begin at this location? [6/7/2016]

Were activities relocated from another Colorado location? Yes
 No

This is a guide.
It reads the current date and shows you the required format.

Guide to Enterprise Zone Certification

TAX CREDIT CERTIFICATION

Jobs and Compensation Information for the Business Location
Note: This information is required for statistical purposes, and not to determine the tax credit earned. Individual business certification data that may reveal compensation paid to any individual employee is not public record.
People working at this facility (include owners/workers/employees).

Number at Beginning of Tax Year

Number at End of Tax Year

Number Transferred from another Colorado facility owned by the taxpayer

Provide details for the average number of people working at the facility during the tax year in the category.

Full-Time Permanent
(Employed 30 or more hours per week)

Number

Average Annual Compensation (including benefits) per employee

Average Hourly Compensation (including benefits) per employee

Part-Time Employees
(Employed 1-29 hours per week)

Number

Average Annual Compensation (including benefits) per employee

Average Hourly Compensation (including benefits) per employee

Temporary Employees
(Employed on a temporary or seasonal basis)

Number

Average Annual Compensation (including benefits) per employee

Average Hourly Compensation (including benefits) per employee

Contract Employees

Number

Average Annual Compensation (including benefits) per employee

Average Hourly Compensation (including benefits) per employee

Complete all fields with the best information you have available. We use this data to evaluate the success of the program.

For Beginning, Ending, Full-time, etc. provide figures for all people working at the facility including owners, workers, and official employees.

Guide to Enterprise Zone Certification

- TAX CREDIT CERTIFICATION

Available Tax Credits
Select the tax credits you plan to claim and for which you are seeking Certification.
You will enter the required data for each credit that you want to certify and claim. At the end of this application process you will be presented with each calculated credit.
Note: Visit the OEDIT website for details on certifying for the [Commercial Vehicle Investment Tax Credit](#) and [Enterprise Zone Contribution Tax Credit](#).
Select only those Tax Credits for which you qualify. Refer to the [EZ Tax Credit Resources](#) page for information on each Tax Credit.

Available Tax Credits

Investment Tax Credit. See DOR Form DR 0074 and FYI Income 11.	<input type="checkbox"/>
Job Training Tax Credit. See DOR Form DR0074 and FYI Income 31.	<input type="checkbox"/>
Employer Sponsored Health Insurance Tax Credit. See DOR Form DR0074 and FYI Income 10.	<input type="checkbox"/>
New Employee Tax Credit. See DOR Form DR0074 and FYI Income 10 for employee calculations.	<input type="checkbox"/>
Research and Development Tax Credit. See DOR DR0077 and FYI Income 22.	<input type="checkbox"/>
Vacant Commercial Building Rehabilitation Tax Credit. See DOR FormDR0076 and FYI Income 24.	<input type="checkbox"/>

Use form DR 1366 to document credits earned, carried forward and claimed.

Read the information on the page. Review all background information prior to starting, and have your entry figures ready.

Once you click “Next”, you will be prompted to enter the relevant information for each of the tax credits you’ve selected. If you find you selected one in error, you can click “Next” or “Previous” to save the data you entered on the page. You can return to this screen by clicking the “Previous” button from any one of the tax credit entry pages to change your selections.

The credits earned are calculated for you and appear at the end of the application process.

The last change to EZ credit rates went into effect on 1/1/2014.

Note that the credit certificate issued from this application system must be submitted with your CO income tax filing. The Certificate issued from this application takes the place of the DR0074, DR0076, and DR0077. Your income tax filing must also include form DR1366 where credits earned are document and the actual credits you will claim in the tax year are calculated.

Following are pages for each tax credit – in your application, you will see only those that you checked.

Guide to Enterprise Zone Certification

Investment Tax Credit (DR 0074)

Provide information for this business facility within the approved pre-certification period.

For an explanation of the credit, details on calculations, and claiming credits see Colorado Department of Revenue Form DR0074, publication FYI Income 11, and Form DR 1366.

Note: Qualified investments are capitalized and used solely and exclusively in an enterprise zone for at least one year. Investments resulting from the relocation of a business operation from within the state are not eligible for this credit, unless the relocation meets the "expanded" criteria in C.R.S 39-30-105 (7)(c)(II) and (7)(c)(III).

Total Capital Investment: \$

Amount of the Total Capital Investment Qualifying for the
Investment Tax Credit: \$

Qualified Renewable Energy Investments must involve qualified
Eligible Energy Resources as defined in the Colorado Public
Utilities Commission Renewable Energy Standard (C.R.S. 40-2-
124(1)): \$



Credit calculation is 3% of the qualified investment.

Note: There are limitations on the credit that can be claimed in a tax year.

When you see a question mark,
you can click on it for additional
information.

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Next

Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ [Tax Credit Resources](#) web page, your starting point is www.choosecolorado.com/ez.

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.

Guide to Enterprise Zone Certification

Job Training Tax Credit (DR 0074)

Provide information for this business facility within the approved pre-certification period.

For an explanation of the credit, details on calculations, and claiming credits see Colorado Department of Revenue Form DR0074, publication FYI Income 31, and Form DR 1366.

Note: Investments resulting from the relocation of a business operation from within the state are not eligible for this credit, unless the relocation meets the expanded criteria in C.R.S 39-30-105 (7)(c)(II) and (7)(c)(III).

Number of employees trained:

Investment in a qualified job training program: \$

Credit calculation is 12% of qualified job training costs for tax years commencing on or after 1/1/2014. The credit rate is 10% prior to that.

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Next

Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ [Tax Credit Resources](#) web page, your starting point is www.choosecolorado.com/ez.

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.

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- TAX CREDIT CERTIFICATION	
<p>Additional Questions for Investment and Job Training Tax Credit</p> <p>As required by law, the tax payer shall use reasonable efforts to answer the questions below as they relate to the investment being certified. If the question is not applicable, leave it blank. Responses are public information and will be posted on the Open Enterprise Zone website along with other data related to the EZ Certification record as required by law.</p>	
<p>Number of employees or contractors (FTE's) specifically hired for the investment:</p>	
Permanent FTE's	<input type="text"/>
Temporary/Seasonal FTE's	<input type="text"/>
Number of construction employees or contractors (FTE's) specifically hired for the qualified investment (subset of total FTEs hired).	<input type="text"/>
Average Hourly Compensation (including benefits) for the number of new FTE above.	<input type="text"/>
Amount paid for land purchase or lease payments (including royalties and easements) associated with the qualified investment during the certification period.	<input type="text"/>
What's the estimated useful life of the qualified investment. (yr.)	<input type="text"/>
<p>Estimated tax due for the fiscal year (certification period) on the qualified investment:</p>	
State Business Income Tax	<input type="text"/>
State Sales or Use Tax	<input type="text"/>
State Employment/Payroll Taxes	<input type="text"/>
County/Municipal Business Personal Property (equipment) Tax	<input type="text"/>
County/Municipal	<input type="text"/>

As of 2016, there are a number of required questions for businesses certifying for the EZ Investment Tax Credit and the Job Training Investment Tax Credit.

Answer each question as it relates to the investment that you are certifying. If the question is not applicable to the investment made, leave the field blank.

The next 2 pages show close-up views of the application page.

Guide to Enterprise Zone Certification

Additional Questions for Investment and Job Training Tax Credits

As required by law, the tax payer shall use reasonable efforts to provide answers to the questions below as they relate to the investment being certified for EZ credits.

If the question is not applicable, leave it blank.

Responses are public information and will be posted on the OEDIT website along with other data related to the EZ Certification record as required by law.

Number of employees or contractors (FTE's) specifically hired for the qualified investment.

Permanent FTE's ?

Temporary/Seasonal FTE's ?

Number of construction employees or contractors (FTE's) specifically hired for the qualified investment (subset of total FTEs hired). ?

Average Hourly Compensation (including benefits) for the number of new FTE above. ?

Amount paid for land purchase or lease payments (including royalties and easements) associated with the qualified investment during the certification period. ?

Whats the estimated useful life of the qualified investment. (yr.)

When you see a question mark, you can click on it for additional information.

Count persons already employed and their hourly wage (for salaried workers divide the annual salary by 2,080) if they are involved in operating or making operational the qualified investment.

Indicate the number of Construction workers employed to make operational the investment. Construction occupations are those classified by the [Bureau of Labor Statistics Occupational and Employment Statistics program](#) in major group 47-0000.

Guide to Enterprise Zone Certification

Estimated tax due for the fiscal year (certification period) on the qualified investment.

State Business Income Tax	<input type="text"/>	?
State Sales or Use Tax	<input type="text"/>	?
State Employment/Payroll Taxes	<input type="text"/>	?
County/Municipal Business Personal Property (equipment) Tax	<input type="text"/>	?
County/Municipal Sales/Use Tax	<input type="text"/>	?
County/Municipal Real Property (building & land) tax	<input type="text"/>	?

Other Economic Benefits
Select all that apply, double click to choose

Other economic benefits resulting from the qualified investment in the year certified	Available		Chosen
	indirect job creation within same county		
	indirect job creation in other CO county		
	increase in employee wages		
	purchased products/supplies made in CO		
	attracted capital from outside CO		

If other, please describe

Double click on choices from the drop-down list. You may choose more than 1.

Guide to Enterprise Zone Certification

▼ TAX CREDIT CERTIFICATION

Vacant Commercial Building Rehabilitation Tax Credit (DR0076)

Provide information for this business facility within the approved pre-certification period.

For an explanation of the credit and details on calculations see C.R.S. 39-30-105.6 and Colorado Department of Revenue [FYI Income 24](#) as well as Form DR 1366.

To claim the Vacant Building Rehabilitation tax credit, the building(s) must be rehabilitated for commercial use, at least 20 years old, and have been vacant for at least two years prior to the rehabilitation. One may not claim the EZ credit if the historic preservation credited is claimed.

For this tax credit, the local Zone Administrator certifies the qualified nature of the expenditures. The Zone Administrator will not approve this application for Certification until the necessary documentation has been provided. Please contact the [Zone Administrator](#) with any questions.

"Vacant" - In order to qualify for the credit, a building must be completely vacant for two years prior to the commencement of remodeling. Any use during the two-year period will disqualify the building from qualifying for the credit. This includes limited uses such as storage, warehouse, or use of only a small part of the building. It also includes part time uses such as a haunted house or rental for a weekend trade show. Use of the yard outside of a building will not affect the vacant status of the building itself.

Date the Building(s) construction was complete: [1/23/2015]

When you see a question mark, you can click on it for additional information.

Date of Last Occupancy: [1/23/2015]

Date Qualifying Rehabilitation began: [1/23/2015]

Current Tax Year Qualifying Rehabilitation Expenses: \$

Credit calculation is 25% of qualified expenses up to a maximum of \$50,000 per building.

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This is a guide. It reads the current date and shows you the required format.

Learn the details of this credit. Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ web page, your starting point is www.choosecolorado.com/ez.

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.

Guide to Enterprise Zone Certification

ENTERPRISE ZONE CERTIFICATION: APP-084126

▶ GUIDELINES

▼ TAX CREDIT CERTIFICATION

Research and Development Tax Credit (DR 0077)

Provide information for this business facility within the approved pre-certification period.

Taxpayers who conduct research and experimental activities in an enterprise zone may qualify for an income tax credit. The credit is based on the increase in the business' research and experimental expenditures at the business location as compared to the expenditures of the prior 2 years.

For an explanation of the credit and details on calculations see C.R.S. 39-30-105.5 and Colorado Department of Revenue [FYI Income 22](#) as well as Form DR 1366.

Note: Individual business certification data related to this tax credit is not public record.

Average Research & Development (R&D) expenditures for the previous two fiscal/tax years (\$):

R&D Expenditures for the current year pre-certification period (\$): ?

Credit calculation is 3% on the increase in qualified expenditures.

Note: There are limitations on the credit that can be claimed in a tax year.

The taxpayer may claim 25% of the R&D Tax Credit in the year the expenditure is made and 25% in each of the following three years.

When you see a question mark, you can click on it for additional information.

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Learn the details of this credit. Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ web page, your starting point is www.choosecolorado.com/ez.

The DOR requires that you have a record of R&D spending for each fiscal year.

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.

Guide to Enterprise Zone Certification

ENTERPRISE ZONE CERTIFICATION: APP-084126

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▼ TAX CREDIT CERTIFICATION

Employer Sponsored Health Insurance Tax Credit

Note: To be eligible, the employer must contribute 50% or more of the total cost of a health insurance plan or program, and such plan or program must be in accordance with the provisions of C.R.S. 10-8, or C.R.S. 10-16-1-4, or be a self-insurance program and include partial or complete coverage for hospital and physician services.

Provide information for this business facility within the approved pre-certification period.

For an explanation of the credit and details on calculations see C.R.S. 39-30-105 and 105.1 and Colorado Department of Revenue [FYI Income 10](#) as well as Form DR 1366.

New employees are the net new employees calculated for the certification period as compared to those in the prior 12 month period. If the business facility is a replacement facility, net new employees are those as compared to the prior 3 years employment. (see C.R.S. 39-30-105 (7)(i)(I) and (III)). Employees must work at the Enterprise Zone business location associated with this Certification application. Employees are defined in C.R.S 39-30-105.1 (4)(c).

IMPORTANT: You indicated that operations began on 2015-01-01. This credit is only available to the tax payer at this business location during the first two full income tax years in the EZ.

For which year are you claiming the credit?

Calculated number of net new employees covered during the tax year:

Credit calculation is \$1,000 per covered employee for tax years commencing on or after 1/1/2014. The credit rate is \$200 per covered employee prior to that.

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Learn the details of this credit. Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ web page, your starting point is www.choosecolorado.com/ez.

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.

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ENTERPRISE ZONE CERTIFICATION: APP-084126

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New Employee Tax Credits

Provide information for this business facility within the approved pre-certification period.

For an explanation of the credit and details on calculations see C.R.S. 39-30-105 and 105.1 and Colorado Department of Revenue [FYI Income 10](#) as well as Form DR 1366.

Note: For tax years commencing 1/1/2014, a business need not meet "New Business Facility" requirements. If certifying for a tax year commencing prior to 1/1/2014 the business location must meet the "New Business Facility" definition to claim the New Employee Credits.

New employees are the net new employees calculated for the certification period as compared to those in the prior 12 month period. If the business facility is a replacement facility, net new employees are those as compared to the prior 3 years employment. (see C.R.S. 39-30-105 (7)(i)(I) and (III). Employees must work at the Enterprise Zone business location associated with this Certification application. Employees are defined in C.R.S 39-30-105.1 (4)(c).

Calculated number of new employees: 

Credit calculation is \$1,100 per new employee for tax years commencing on or after 1/1/2014. The credit rate is \$500 per new employee prior to that.

Make sure to consult the FYI for proper calculation of new employees; the help text summarizes that calculation. The application screen explains the denominator.

After clicking "Next" you will be prompted for 2 additional credits associated with the New Employee Tax Credit.

Guide to Enterprise Zone Certification

Agricultural Processor - New Employee Credit

The business must be directly engaged in manufacturing or processing agricultural commodities into some form other than that which enters normal agricultural commodity marketing channels. Harvesting, cleaning, packaging, storing, transporting, wholesaling, retailing, or otherwise distributing products without changing their form does not qualify. Restaurants and food retailers do not qualify for this credit.

Does this business add value through manufacturing or processing agricultural commodities? Yes No

Credit calculation is \$500 per new job.

Learn the details of this credit. Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ web page, your starting point is www.choosecolorado.com/ez.

Select “Yes” or “No”, and then click “Next”.

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.

Enhanced Rural EZ - New Employee Credit

Businesses in a county with Enhanced Rural Enterprise Zone (EREZ) designation earn additional credits for new employees plus additional credits for Agricultural Processor businesses.

Note: EREZ designation is updated every 2 years and covers the calendar year. If your business tax year does not match the calendar year, check the county's EREZ status (www.advancecolorado.com/erez) - you may need to pro-rate EREZ credits and claim them with the DOR only for the months that the county had EREZ designation.

Are you located in an Enhanced Rural EZ County? Yes No

Credit calculation is \$500 per new job. EREZ designation matches the calendar year; if the business' tax year does not match the calendar year, please check EREZ status and pro-rate accordingly when claiming the credit with the Department of Revenue.

Learn the details of this credit. Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ web page, your starting point is www.choosecolorado.com/ez.

Select “Yes” or “No”, and then click “Next”.

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.

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Attestation Statement

I declare that all information entered on this application for Enterprise Zone Credit Certification is true and correct to the best of my knowledge and belief. All information provided is applicable to the business facility location and taxpayer ID identified here-in, and relates to the Pre-Certification period.

To leave the Certification without Attesting click the UPDATE or LOGOUT button above.

I agree to the above statement in its entirety **I agree**
 I disagree and do not wish to continue

Legal Name of Business Owner or Authorized Official

Title of Business Owner or Authorized Official

Tax Preparer Information

Tax Preparer Name

Tax Preparer Email

Tax Preparer Phone

Once submitted, the Application will be reviewed by the Local Enterprise Zone Administrator, and then the Contact will receive notice of denial or approval, containing a Certificate.

Appropriate income tax forms and supporting documents along with the approved Enterprise Zone Certification must be filed with the Colorado Department of Revenue in order to claim any Enterprise Zone income tax credits. The DR 1366 has calculation and carry-forward instructions for EZ credits. The DR 0078A must be completed for entities that pass through EZ credits to investors/owners.

The Contact associated with this Account will receive confirmation that the Certification Application was submitted.

These fields are pre-populated with information from the Account set-up.

One acting on behalf of the business may attest to the statement. You must click “I agree” to be able to submit the application. If you do not want to attest, then you can click “I disagree...” to leave the application – the contents of the application will be saved if you want to return and attest at a later time.

Guide to Enterprise Zone Certification

ENTERPRISE ZONE CERTIFICATION APP-084126

→ GUIDELINES

- TAX CREDIT CERTIFICATION

Make sure to click the "Submit Certification Application" button at the end of the application.

Certification Information

Certification Number	C-008113
Record Type ID	Tax Credit Certification

Approval/Denial Information

Status	Pending
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Pre-certification Information

Pre-certification Number	P-072907
Taxpayer Id	****6789
Taxpayer Id Type	FEIN
Certification Effective Date	7/1/2016
Tax Year Beginning Date	7/1/2016
Tax Year End Date	6/30/2017
Enterprise Zone Name	Northwest EZ
County Name	Grand County
Location/Business Name	Test4
Street Address	23 Oak Ave.
City	Placerville
State	CO
ZIP Code	80201

Business Location Information

Date Began	1/1/2015
Relocate	Yes

Employee Information

Employees Beginning of Year	15
Employees End of Year	20
Employees Transferred	2
Employee Change	5
FT Employee Count	17.0
FT Avg. Annual Compensation	\$50,000.00
PT Employee Count	3.0
PT Avg. Annual Compensation	\$40,000.00

Investment Tax Credit

ITC Capital Total	\$500,000.00
ITC Capital Qualified	\$400,000.00
Qualified Renewable Energy Investment	\$200,000.00

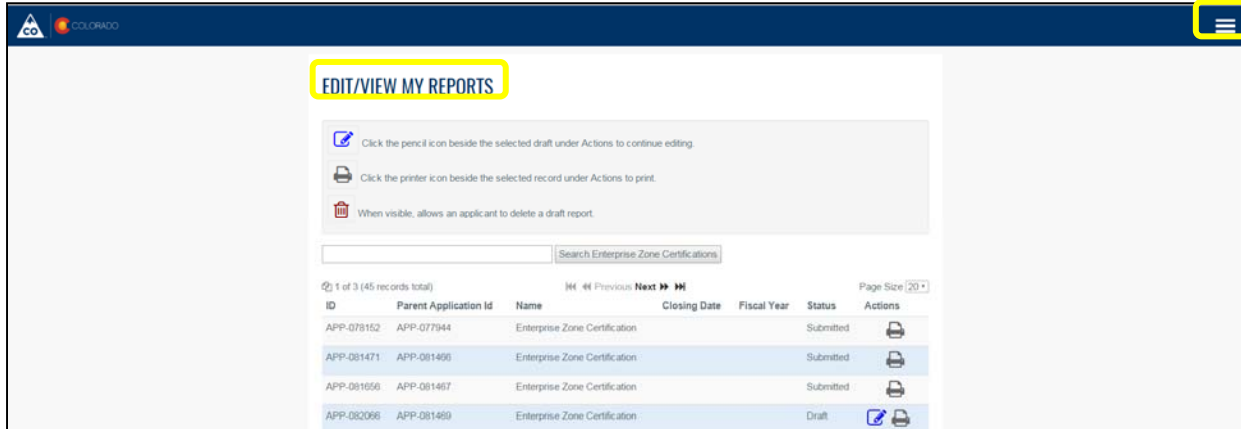
This page provides a summary of the information entered and the tax credits earned.

Review the information. If any of the information you entered needs to be corrected, click "Update values" at the bottom of the page. You can return to select or unselect various credits. If everything looks good, click "Submit Certification Application"; a pop-up asks you to confirm that you are ready to submit the application.

Notice the Certification number. If you are not ready to submit the application, but want to return to it later, you can search for this Certification in the "My Certificatons" section of the Enterprise Zone home page in the Application Portal.

Guide to Enterprise Zone Certification

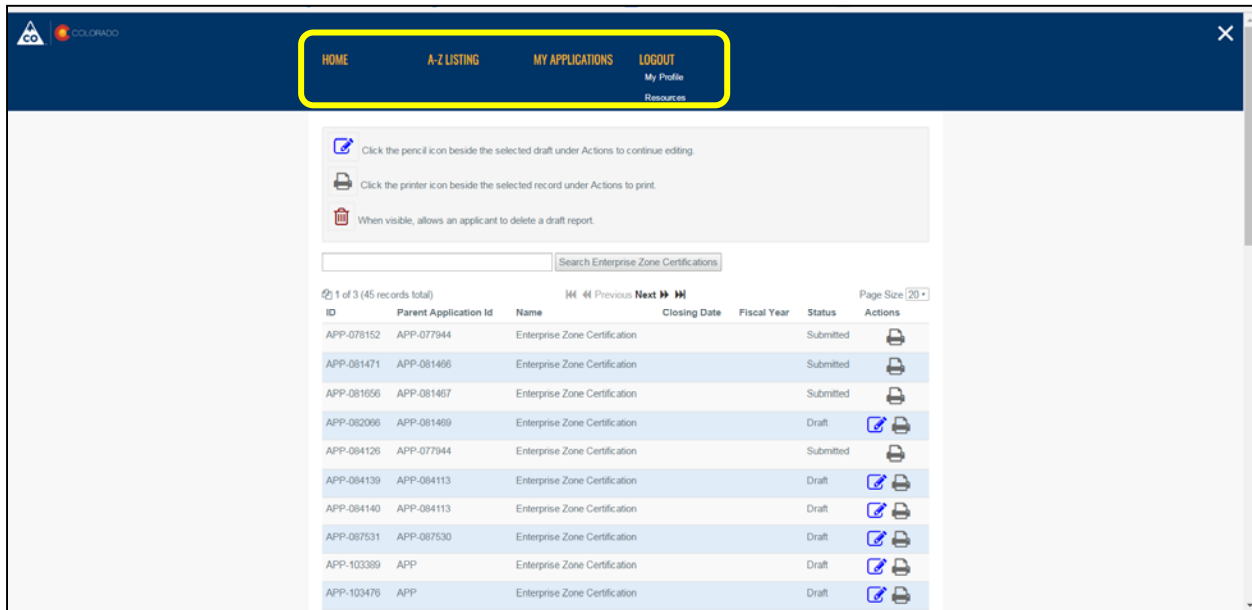
Upon submitted the application, you land on the Reports Page. You may see a variety of program applications here in addition to EZ Certifications. Click the hamburger in the upper right to log out or to return to the home page



The Report page lists all Certification applications for the user, both Draft and Submitted.

Note applications in Draft status. Applications must be submitted before they can be reviewed by the local zone administrator. Actions available are represented by icons whose functions are explained at the top of the page. Upon submission, an e-mail is sent to the account contact, tax preparer, and business contacts. The zone administrator should review the application within 5 business days and either approve or deny it.

The blue bar provides options to “logout” and return to the Application Portal home page among others.






Guide to Enterprise Zone Certification

Amending a Certification Application

Until you've clicked the "Submit" button, you can edit the Certification application in Pending status in the "My Certifications" section on the Enterprise Zone landing page in the Application Portal. The edit icon indicates that you can make edits.














MY CERTIFICATIONS

ACTION ICON INDEX:

 EDIT  PRINT  DELETE

Use the search field to easily locate a Certification record. Enter things like a Certification Number, a business/Location Name, or a Tax Year End Date to locate records. Enter at least 3 characters to search.

1 of 2 (30 records total) << Previous Next >> Page Size 20

Certification Number	Certification Status	Pre-certification Number	Location/Business Name	Tax Year End Date	Actions
2014-C-000402	Approved	2014-P-020129	Rocket Ship	12/31/2014	
2014-C-000409	Pending	2014-P-019141	Test Record- Lemonade Stand	12/31/2014	 
2014-C-000743	Pending	2014-P-021192	My Business	12/31/2014	 
2014-C-000744	Pending	2014-P-021192	My Business	12/31/2014	 
2014-C-000745	Pending	2014-P-022909	Test - Sonya 2	12/31/2014	 
2014-C-000748	Denied	2014-P-022909	Test - Sonya 2	12/31/2014	
2014-C-000752	Pending	2014-P-038047	My Business	12/1/2015	 
2014-C-000753	Denied	2014-P-038047	My Business	12/1/2015	

Amending a Certification Application that has already been Submitted and/or Approved

The "Amend" form sends a request to the Local EZ Administrator and Program Staff with details of your request. You might request an amendment to your Certification application to update entries like the qualified investment, or number of net new employees. You will receive an email to let you know when your Certification application is available to edit.

APPLY FOR FUNDING OPPORTUNITIES

Application	Summary	Action
Enterprise Zone Pre-Certification	Pre-Certification is required in advance of the activity eligible to earn EZ tax credits. Pre-certification can be completed up to 3 months in advance of the business' tax year start date. Pre-Certification is an annual requirement.	<input type="button" value="Apply"/>
Enterprise Zone Certification	Certification applications can be completed any time before filing a Colorado income tax return for the year in which the credit was earned. The Certificate must be submitted with your Colorado income tax return, in lieu of forms DR0074, 76 & 77.	<input type="button" value="Apply"/>

Request that a submitted Pre-Certification or Certification application be re-opened so that you can make changes.

A business owner may request that a Pre-Certification or Certification record be moved to a different Accountant/CPA.

Guide to Enterprise Zone Certification

If you are finished working in the application portal, click the hamburger...
And then click "Logout".

