



## APPLICATION

New Jobs Tax Credit or  
Enhanced New Jobs Tax Credit

Name of Business: \_\_\_\_\_

Federal Employer Identification Number of the Business: \_\_\_\_\_

North American Industry Classification System (NAICS) code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address (for correspondence purposes): \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Property Information

Real Property Account Number: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Property Owner (if different from above): \_\_\_\_\_

### Project Information

Identify the nature of the new or expanded premises in detail (for example, expansion of 10,000 square feet at 1234 Main Street, Frederick, or new 10,000 square foot building at 1234 Main Street, Frederick).

Note: In order to qualify for a tax credit, the premises must not have been previously occupied.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Estimated Cost of Total Project: \$ \_\_\_\_\_

**Employee Information**

Number of Full-Time positions prior to the new project (if any): \_\_\_\_\_

Annual Payroll for these existing jobs (if any): \_\_\_\_\_

Number of New Full-Time positions in City of Frederick resulting from the new project: \_\_\_\_\_

Anticipated Occupation Date for New Full-Time Employees at New Facility: \_\_\_\_\_

**Other**

Has the business or another taxpayer been given a tax credit or exemption for the new or expanded premises during the same taxable year under any other state or county law?

Yes             No

I hereby certify that I am authorized to act on behalf of the above applicant and attest that the above information is true and accurate. I understand the applicant must submit documentation reasonably necessary to verify the above information including, but not limited to, payroll records and employee time sheets and such other documentation necessary to verify the above information for the taxable year for which the credit is sought and for the three taxable years following the last year in which a tax credit was granted.

\_\_\_\_\_  
Authorized Official (Print Name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

*Please submit application to: Director of Finance, City of Frederick, 101 North Court Street, Frederick, Maryland 21701*

*Sample Notification Letter for the New Jobs Tax Credit and Enhanced New Jobs Tax Credit –this notice must be sent prior to the business obtaining the new or expanded premises or hiring new employees to fill the new permanent full-time positions.*

DATE

Gerry Kolbfleisch  
Director of Finance  
The City of Frederick  
101 N. Court Street  
Frederick, MD 21701

Dear Mr. Kolbfleisch:

This is to notify you of YourBusiness's intent to receive the (Enhanced) New Jobs Tax Credit. YourBusiness is located at #### Street Name, Frederick, Maryland, ZipCode. YourBusiness currently has #### full-time permanent employees, housed in ##### square feet of space. It is YourBusiness's intention to expand by #### permanent full-time employees and by ##### square feet by Month 20##.

*If the business is claiming the Enhanced New Jobs Tax Credit, please insert an explanation of how the business expects to meet the requirement to qualify for the enhanced property tax credit.*

I will forward to you Your Business's quarterly filing (covering the current month) for either Maryland withholding taxes or unemployment insurance taxes when it becomes available. I will also send you a copy of our current lease, detailing the amount of space YourBusiness occupies. (Or some other document detailing the space occupied).

Sincerely,

Authorized Individual