



EZ Number: {ZoneNo}

2011 EZ Password: {Password}

February 14, 2013

Dear Enterprise Zone Manager:

This letter serves as notice that the 2012 Enterprise Zone (EZ) Annual Reporting Period will begin on February 14, 2013. The 2012 EZ Annual Report includes two separate reporting requirements:

1. A Zone Report (formerly "Section A and B") to catalog the aggregate activity in the EZ. **This report must be completed every year, even for Enterprise Zones with no active exemptions;** and
2. Specific EZ Agreement/Project Status Reports (formerly "Section C") for active exemption agreements. If an EZ does not have any active commercial or industrial exemption agreements, completion of Specific EZ Agreement/Project Status Reports are not required.

Blank worksheets of the required sections of the EZ report can be located at http://development.ohio.gov/bs/bs_oezp.htm.

Each EZ created prior to January 1, 2013, and certified by the Ohio Development Services Agency (Development) must complete and submit an annual report form that covers all exemptions in the EZ through December 31, 2012.

Please Read the Following Before Beginning the Annual Report Process:

1. **Password:** At the top of this message is an EZ specific password. This password will enable you to access the EZ Annual Reporting module for which you are the EZ Manager at http://development.ohio.gov/bs/bs_oezp.htm. Blank worksheets of the required sections of the EZ report can also be located on that page.
2. **Method of Filing:** Similar to previous years, all reports must be submitted electronically to Development. No paper or emailed copies of the Zone Report or Specific EZ Agreement/Project Status Reports will be accepted. EZ Managers are encouraged to retain signed copies of the completed worksheets they receive back from business owners that are recipients of EZ agreements, but submission to Development is only to be done through the EZ Annual Reporting Module noted above.
3. **Order for Filing Reports:** This year all Specific EZ Agreement/Project Status Reports must be filed before you can access the Zone Report. This is due to the Zone Report requiring aggregated information from all of the Specific EZ Agreement Reports. For more information about the filing process, please refer to the Electronic Filing Instructions, which can be found on Development's EZ page.

4. **Filing Deadline: The 2012 EZ Annual Report must be filed with Development by March 31, 2013.** Non-reporting, including incomplete information, subjects the local jurisdiction to an automatic \$1,000 per month penalty. See ORC § 5709.68(B)(2). The monthly penalty will be assessed until a complete report is received from the EZ Manager. In order to assure accurate and complete reporting, **Development will assess this penalty to any jurisdiction that has not filed complete reports by the deadline. Development does not have the discretion to waive this penalty.** If Development finds that a given EZ agreement is not on file with our office and for which a Specific EZ Agreement/Project Status Report was not filed, a penalty will be levied against that community for failure to file a complete report. In addition, pursuant to ORC § 5709.68(B)(1), **any community that fails to file a timely annual report will be suspended from entering into new EZ agreements until the report is received by Development.**

Thank you for your assistance in completing the 2012 EZ Annual Report. Some information from the 2011 annual report filings have been compiled and can be found on Development's website at <http://development.ohio.gov/OTEISearch/ez/default.aspx>. To obtain information about a specific EZ agreement, select the appropriate county and scroll down to search for individual agreements. Selecting the hyperlink in the first column will download data for each agreement including last year's annual reporting numbers.

This year's Zone Report will again ask each EZ Manager for two additional items. First, each EZ Manager will be required to select a "secret question" and provide an answer to that question. This addition to the annual reporting process will enable EZ Managers to electronically obtain lost or forgotten passwords by answering their "secret question." Second, EZ Managers will be required to update their contact information. Development relies upon this data to correspond with the local community and to direct potential project leads to the EZ Manager, making it essential that this data be updated on a regular basis.

If you have any questions or comments regarding the 2012 Annual EZ Report, please contact Matthew Sutherland, Senior Tax Incentives Specialist, at matthew.sutherland@development.ohio.gov. Thank you for your assistance in completing the 2012 EZ Annual Report.

Sincerely,

Daryl P. Hennessy
Assistant Chief, Business Services Division
Ohio Development Services Agency