



ANNUAL REPORTING REQUIREMENTS

Each designated Ohio Enterprise Zone must report annually (by March 31) to Ohio Development Services Agency (DSA) regarding the status of all zone activities and conditions as of December 31 of the previous calendar year. This report must include all information outlined in ORC Section 5709.68. Therefore, participating local governments and businesses must provide current data (as of December 31 of the previous calendar year).

DSA will distribute to each designated Enterprise Zone Manager a letter explaining the reporting process and where to obtain forms electronically. The local Enterprise Zone Manager must coordinate the collection and compilation of the information and certify that it is the most current and accurate information available; if filing electronically, they must also keep original signed copies on file. The Enterprise Zone Manager must provide each board of education, which has an Enterprise Zone(s) within its jurisdiction, with a copy of the report.

DSA suggests that local jurisdictions consider employing the annual reporting format (business/project section) for the annual reviews performed by the local TIRC. The format requirements would provide much of the information needed by the TIRC except any specific local agreement requirements. Using a consistent format will avoid duplication of effort and conserve the energies of the participating local governments and businesses.

Remember that failure to comply with the reporting requirement results in an automatic suspension of Enterprise Zone Agreement authority and a fine on the local jurisdiction. Pursuant to ORC Section 5709.68(B), the municipality or county shall not enter into any Enterprise Zone Agreement until the reporting requirements are satisfied. In addition, the DSA Director must order the County Auditor to deduct an amount equal to \$1000 from either the next succeeding payment of taxes to the municipality or county or the Undivided Local Government Fund of the municipality or county. This penalty is to continue being assessed at \$1000 per month until the report is received. The County Auditor must comply with the DSA Director's order by issuing a warrant drawn upon the identified fund. The funds must be used by DSA for the administration of the Ohio Enterprise Zone Program. Please do not neglect in any way compliance with the Annual Report.