



OHIO ENTERPRISE ZONE PROGRAM

ANNUAL REPORT INTERNET/ELECTRONIC FILING INSTRUCTIONS

In 2013, all Enterprise Zone (EZ) Managers are to update their contact information and report the end of year status of agreements through the Ohio Development Services Agency's (Development) online Annual Reporting Module for the 2013 Annual Report.

To enter the Annual Report electronically, first navigate to the EZ webpage, found at: http://development.ohio.gov/bs/bs_oezp.htm. From this page, click "Annual Reports," and select "Annual Report Entry." Other useful documents for completing the annual reporting process can be found on this webpage. After entering the Annual Reporting Module, use the drop down menu (the small button on the corner of the box) to select the correct zone. Once selected, a password box appears where you will enter your password. **Your password was sent to your EZ Manager by email.** These report screens are designed to look like the paper copies previously used to report EZ activity. The Specific EZ Agreement/Project Status Report (formerly Section C) is divided into two parts: the Agreement Information (terms committed to in the EZ Agreement) and the Performance Information (the actual achievements, i.e. actual amounts invested or actual jobs created, of the firm as of 12/31/13).

The Agreement Information (red text) represents the information recorded on page one of Specific EZ Agreement/Project Status Report. The color-coding represents the terms and conditions of the current agreement. Please review this information for accuracy. This information reflects static agreement commitments and, in most cases, should not be changed unless there has been a recent amendment to the EZ agreement. Development should be notified by email or in writing of any changes that need to be made to this section.

Information from the previous year's report (black text) is included on the electronic form in the column immediately to the left of the entry box for each required item.

The Performance Information (black text) represents the information on pages two and three of Specific EZ Agreement/Project Status Report. Utilizing completed Specific EZ Agreement/Project Status Reports received from companies that your political subdivision has granted a tax exemption, update the form for current data as necessary. All fields are required in this section of the report. Upon completion of the data entry, click the submit button at the bottom of the form. This will electronically file the information. Your copy will be on the screen and you can click the print icon or choose file print in your browser to print a copy. This year you may also revisit this report to print copies at a later time by simply clicking on the completed link. Once a report has been submitted to Development, the confirmation number will appear on the log in page next to the report.

The Zone Report (formerly Section A and B) MUST be completed once all of your Specific EZ Agreement/Project Status Reports have been entered. To access the Zone report, please click on the top link displayed. When you have finished the form, print it and retain it for your records. You will note that a confirmation number will appear on the document once it is filed.

When the electronic filing is complete, please retain all paper copies with original signatures for your records. **DO NOT SEND ANY PAPER COPIES TO DEVELOPMENT.** If you have an agreement(s) not included on the list of Specific EZ Agreement/Project Status Reports, please contact Development immediately for instructions. Failure to file a complete report, including information about agreements not contained in Development's database will subject the jurisdiction to the mandatory \$1,000 per month penalty and will result in a suspension of the EZ's authority to enact new exemptions.