



Department of
Development

John R. Kasich, Governor

EZ Number: {ZoneNo}

2011 EZ Password: {Password}

February 7, 2012

Dear Enterprise Zone Manager:

This letter serves as notice that the 2011 Enterprise Zone (EZ) Annual Reporting Period will begin on February 8, 2012. The 2011 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, 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; **however, the Zone Report must be completed and submitted to the Ohio Department of Development (Development) every year. Each EZ created prior to January 1, 2012, and certified by Development must complete and submit an annual report form that covers all exemptions in the EZ through December 31, 2011.**

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/Business/ez/EZAnnualReports.htm>. Blank worksheets of the required sections of the EZ report can also be located on that page.

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.

The 2011 EZ Annual Report must be filed with Development by March 31, 2012. 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 2011 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 2011 Annual EZ Report, please contact me at matthew.sutherland@development.ohio.gov or Carrie Richards Manno at carrie.manno@development.ohio.gov. Thank you for your assistance in completing the 2011 EZ Annual Report.

Sincerely,

A handwritten signature in blue ink that reads "Matthew L. Sutherland". The signature is written in a cursive style with a large initial "M".

Matthew L. Sutherland
Senior Tax Incentives Specialist
Office of Grants and Tax Incentives