

Ohio Job Creation Tax Credit Program
Instruction Guide for 2010 Annual Progress Report
Form JCTC-04 Required only*
Projects Approved as of October 17, 2009

Section A. (Taxpayer Information)

- 1. Grantee: **Name of the Company that employs the employees at Project Site. One grantee name per Annual Progress Report. If there is more than one grantee on the agreement then please fill out an Annual Progress Report for each grantee, regardless if the grantee has any employees or not. We must have the same number of Annual Progress Reports as there are grantees on the agreement.**
- 2a. Development Grant Control Number: **Could look like 00-000 or TI_0000_0000 please enter that number**
- 2b. CAT Registration Number: **Please enter if known.**
- 3a. Federal Tax Identification Number: **Please enter, also known as “FEIN Number”**
 - 3b. Ohio Registration Number: **A number that is given to a company after filing the company’s name with the Ohio Secretary of State to do business in Ohio. Not all companies have this number. Please enter if known.**
- 4. Type of Taxpayer: **Please choose from the drop-down box the type of “business” tax payer the grantee is.**

Section B. (Contact Information) **Please list the individual that will be the company’s contact for all Job Creation Tax Credit Correspondence. (Certificates are mailed to this individual and any other Letters referring to the Tax Credit)**

- 1. Name: Title:
- 2. Street Address: **Address where the individual receives mail.**
- 3. City, State and Zip Code:
- 4. Phone Number: Extension: Fax Number: **Please enter (company may be contacted this way)**
- 5. Internet e-mail Address: **Please enter (most contact with company is done through e-mail)**

Section C. (Project Information)

- 1. Authority Approval Date: **Date of the company’s first Tax Credit Authority Approval (approved by the Tax Credit Authority Board in Columbus, OH)**
 - Tax Credit Effective Date: **Date in which the Grantee starts claiming credit on New Payroll, this starts at the beginning of the calendar year. Unless the Grantee elected to start the credit in the same year as its Authority Approval Date, in which the Authority Approval Date must be indicated.**
- 2. Project Location: **The physical address of the site where the Jobs are being created**
- 3a. Tax Credit Rate: **The awarded rate the company received at the Tax Credit Authority Meeting (% per year)**
 - 3b. Tax Credit Term: **The awarded term for which the company will receive a Tax Credit for New Payroll**

Section D. (Job Creation and Retention Performance in the Project at the Project Location)

- 1. Total Payroll at project location: **Includes total wages paid to all employees at the Project Location**
- 2. Total Hours of Compensation: **How many hours did the company pay out, at the Project Location**
- 3. Total Full-Time Equivalents (D1/D2): **Automatically figured as a function of Total Hours of Compensation / 2080**

- 4. Total New Full-Time Equivalents (D6/D2): Automatically figured by taking New Payroll divided by the Average Annual Salary of All New Hires.
- 5. New Employee Average Hourly Base Wage Rate: This is the average hourly base wage rate for employees hired after the Authority Approval Date.
- 6. New Payroll (D1-D7): Automatically figured by deducting Baseline Payroll from Total Payroll
- 7. Baseline Payroll: Payroll at the Project Location prior to the Authority Approval Date
- 8. Relocated Payroll: Payroll from individuals that have relocated within Ohio to the Project Location during the calendar year.

*Note: Once the company reaches \$200,000 in Total Relocated Payroll in aggregate, during the term of the Grantee's Credit all Relocated Payroll is added to Baseline Payroll.

Section E. (Actual Ohio Tax Revenue Withholdings)

- 1. Total Income Tax Revenue at project location: Ohio Income Tax Withholdings generated from all employees at the project location.
- 2. Baseline Income Tax Revenue. Set by the Tax Credit Authority upon original approval from the term of the agreement. This figure can be found in the Tax Credit Agreement.
- 3. Excess Income Tax Revenue. Total Income Tax Revenue minus Baseline Income Tax Revenue.
- 4. Relocated Income Tax Revenue. Ohio Income Tax Revenue from individuals that have relocated within Ohio to the Project Location after the Authority Approval Date.

*Note: Once the company reaches \$200,000 in Total Relocated Payroll in aggregate, during the term of the Grantee's Credit all Relocated Income Tax Revenue associated is added to Baseline Income Tax Revenue.

Other Project Commitments

- 1. Fixed-Asset Investment (at cost) to date in the project at the project site. This amount will be a running total of the company's Fixed-Asset Investment for the project, starting the first reporting year. (Example would be Year 1: \$500,000 in Fixed-Asset, Year 2 \$1,000,000 in Fixed-Asset, so the amount for Year 2 would be Year 1 + Year 2 =To Date Fixed-Asset Investment **\$1,500,000.**)
- 2. Number of New Disadvantaged Persons and/or Minorities included in Line D5. An employee may only be included as disadvantaged or minority **not both.** The number of disadvantaged or minority persons. Should match up with what is reported on the New Employee Summary Sheet (JCTC-02).
- 3. Actual new State of Ohio income tax revenue withheld from employees of the employer for the taxable year in the project at the project location.

Other Notes

Make sure to have the report signed off on.

If a section is grayed out, there is no need for any action by the Grantee (Automatically figured).

*New Employee Summary, Form JCTC-02, is NOT required for projects approved after October 17, 2009.