



MORE JOBS FOR MARYLANDERS
INCOME TAX CREDIT- INITIAL TAX CREDIT APPLICATION
APPLICATIONS ACCEPTED ON A FIRST COME. FIRST SERVED BASIS

APPLICANT INFORMATION

1. Business Name			
2. Facility Address			
	City	State/Zip	
3 (a) FEIN		3 (b) UI Number	
4. Facility 6-digit NAICS Code			
5(a). Number of full-time jobs at the facility immediately prior to hiring the new positions listed on the attached form.		5(b) Aggregate Payroll of the full-time jobs in 5(a).	
<p>6. Provide a list of ONLY the positions that will qualify for the income credit on attached spreadsheet.</p> <p>For businesses applying to reserve credits for Benefit Year 1:</p> <ul style="list-style-type: none"> Benefit Year 1 is that year in which the business adds 5 (Tier 1) or 10 (Tier 2) new jobs and those jobs are filled for 12 months. Include those jobs hired after your Notice of Intent date. You must hire the first new job within 12 months of your Notice of Intent Date. You must meet the 5 or 10 job minimum within 12 months of your first new hire. <p>For businesses applying to reserve credits for Benefit Years 2-10</p> <ul style="list-style-type: none"> Include those jobs that were certified in the previous benefit year Include any new positions that were added during the last benefit year. <p>Include the positions, 12-month annual wages, start date and annual hours. The positions must meet the criteria listed below. Please confirm by checking each box.</p>			
	All positions listed are hired after the Notice of Intent to the Department of Commerce.		
	The business has been certified by the Department of Commerce as a Qualified Business Entity and enrolled its project in the program prior to submitting this application.		
	For Manufacturers only: positions are full-time and pay at least 120% of State minimum wage.		
	For Non-manufacturers only: positions are full-time and pay at least \$50,000.		
	All positions are projected to be filled for 12 months.		
	All positions are located at the facility address of the project and are net new jobs to the State.		
	The business began hiring new qualified positions within 12 months of its Notice of Intent to Commerce.		

The business will add 5 new qualified positions (Tier 1) or 10 new qualified positions (Tier 2) within 12 months after the date of its first new hire.

7. Provide projected jobs & wages for the next three years of your benefit period on attached spreadsheet.

NEXT STEPS

Based on the information provided in the Initial Tax Credit Application, Commerce will issue the business an Initial Tax Credit Certificate.

- The Initial Tax Credit certificate will be based on the position and wage information provided by the company.
- The credit is calculated as the total annual wage multiplied by 5.75% for each qualified position.
- The amount of credit calculated in the Initial Tax Credit Certificate issued by Commerce is the maximum credit for which the business may qualify. If the business meets the 5 or 10 job minimum but has fewer new qualified positions than what it projects on its Initial Tax Credit application, it will receive a Final Tax Credit based on the positions and wages that qualify. If the business has a greater number of new qualified positions than what it projects on its Initial Tax Credit Application, it will not receive any additional credit.
- **The amount of initial tax credits is capped for all businesses in a fiscal year. The credits are issued on a first come, first-served basis.**
- The business will apply for Final Certification for those positions listed in the Initial Tax Credit certificate when they are filled for 12 months.
- The Final Certificate will include the amount the business may claim on its tax return.
- The business must continue to offer ongoing job training or post-secondary education program throughout the 10-year benefit period.
- **If during the 10-year benefit period, the number of new qualified positions falls below the number the business received credit for in the first benefit year, the project will removed from the program and ALL BENEFITS WILL BE TERMINATED. All qualified positions must continue to pay 120% of State minimum wage.**

Collection of Personal Information: In accordance with Executive Order 01.01.1983.18, the Department of Commerce (“Commerce”) advises you as follows: Certain personal information requested by the Department is necessary in determining your eligibility. Failure to disclose this information may result in the denial of one of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, General Provisions Article, Sections 4-101 et seq. of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department and other public officials for purposes directly connected with administration of the program for which its use is intended. Such information is routinely shared with State, federal or local government agencies. You have the right to inspect, amend or correct personal records in accordance with the Maryland Public Information Act.

Publicity: The applicant agrees that the Department of Commerce may issue press releases and otherwise publicize information about the applicant’s employment levels before and after its qualification for the More Jobs for Marylanders Incentive Program.

THE FORM MUST BE SIGNED BY AN OWNER OR OFFICER OF THE BUSINESS ENTITY

I verify that the business is applying has been certified as a Qualified Business Entity by the Department of Commerce and enrolled its project in the More Jobs for Marylanders Program.

The business (1) is current in all State and local tax obligations; (2) is not in default under any State or local contract; (3) is in good standing and authorized or registered to do business in the State.

I verify that the business applying for Certification as a Qualified Business Entity did not move its existing facility to another County in the State after June 1, 2017.

Under penalties of perjury, I declare that the information contained in this application, to the best of my knowledge and belief, it is true, correct and complete.

Date

Signature of Officer of Company

Contact Name

Print Officer's Name

Contact Email Address

Title of Officer

Contact Phone Number

To submit an application by mail, mail the signed application and attachments to:

Kelly Adams
Tax Specialist, Office of Finance
Maryland Department of Commerce
401 East Pratt Street, 17th Floor
Baltimore, Maryland 21202

To submit an application by email, email taxincentives.commerce@maryland.gov.

Contact Kelly Adams at Kelly.Adams1@maryland.gov or 410-767-6438 with any questions.