

# Guide to Enterprise Zone Pre-Certification

This user guide provides web screen shots to step you through the application process. One must first have created an account in the OEDIT Business Funding & Incentives (BF&I) application portal. You may create an account by following the prompts in the application portal for “New User”. The BF&I application portal is compatible with these web browsers – **Google Chrome, Mozilla Firefox, and Safari** – please make sure that you are using one of these.

Your starting point is the OEDIT web-page [www.advancecolorado.com/ez](http://www.advancecolorado.com/ez)

The screenshot shows the Colorado Office of Economic Development and International Trade website. The main navigation bar includes links for Search Properties, About OEDIT, News & Events, and Contact Us. Below this is a secondary navigation bar with categories: Business in Colorado, Living in Colorado, Key Industries, Site Selection, Funding & Incentives, International Business, and Small Business. The breadcrumb trail reads: Home > Funding & Incentives > Incentives. The main heading is **ENTERPRISE ZONE TAX CREDITS**. On the left sidebar, under 'Incentives', the link 'Apply for EZ Tax Credits' is circled in yellow. The main content area includes a description of the program, a section titled 'Why have a state Enterprise Zone program?' with a quote from the Leeds School of Business, and links to 'View the EZ Program fact sheet' and 'Learn More About EZ Incentives'. A list of benefits for the 2014 fiscal year is also provided.

**ENTERPRISE ZONE TAX CREDITS**

Colorado's Enterprise Zone (EZ) program provides tax incentives to encourage businesses to locate and expand in designated economically distressed areas of the state - those having a high unemployment rate, low per capita income, or a low population growth rate.

**Why have a state Enterprise Zone program?**

Private-sector business activity encouraged by these income tax incentives brings job opportunities and capital investment to economically distressed areas. The private investment results in tax revenue for school districts, cities, counties and the state, outweighing the cost of the tax credits granted.

Benefits of the EZ program to Colorado communities in fiscal year 2014 include:

- \$2.2 billion invested in EZ communities, \$1.1 billion of which was business personal property eligible for \$32.7 million in EZ investment tax credits
- \$52.9 million was invested in 32,000 employees through qualified job training programs. These businesses earned \$5.29 million in EZ tax credits
- \$2.6 million was invested in commercial vehicles operating in Enterprise Zones, incentivized by \$32,317 in tax credits
- 4,052 new jobs were created where businesses earned incentives of \$2.5 million
- 1,567 employees were provided employer sponsored health insurance by businesses starting out in EZs. These businesses earned tax credits worth \$313,399
- Research and Development expenditures were up by \$49.7 million over the previous 2 year average
- \$1.62 million invested in hard-costs to revitalize vacant buildings for commercial use

*"Given the pervasiveness of enterprise zones and similar tax incentives across the nation (present in 39 states and Washington D.C.), it is imperative that Colorado maintain incentives in order to compete with other incentive-rich states for business acquisition or retention." - Leeds School of Business*

[View the EZ Program fact sheet](#)

[Learn More About EZ Incentives](#)

# Guide to Enterprise Zone Pre-Certification

Scroll down to the Application Portal section.

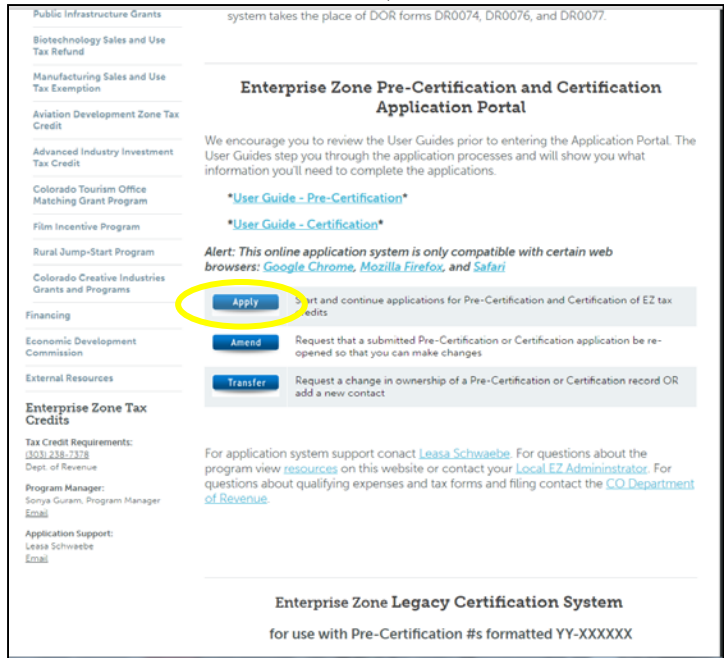
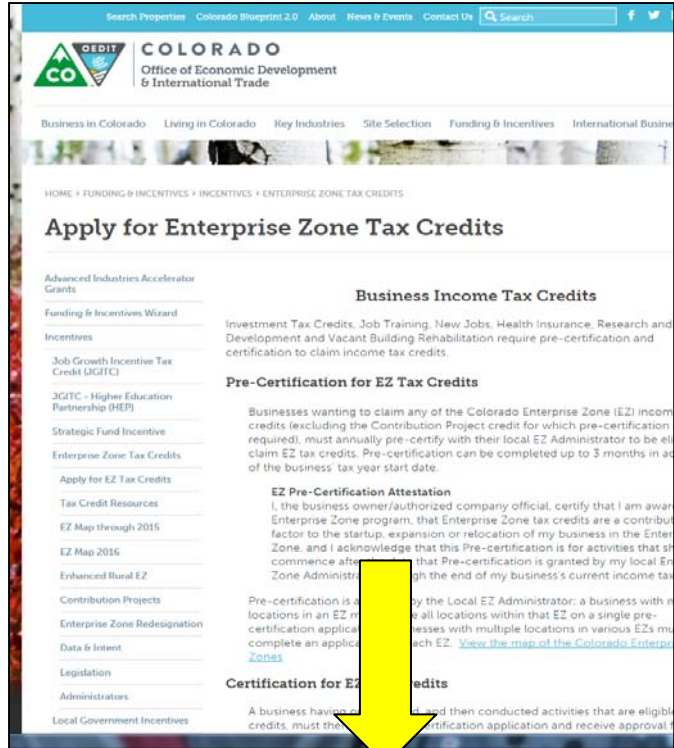
“Apply” takes you to the application portal for Pre-Certification and Certification applications.

“Amend” brings up a form where you can request to re-open your application to make changes.

“Transfer” brings up a form where you can request to move an application from one account to another.

One must pre-certify the business for each tax year that one wants to claim Enterprise Zone tax credits. Approved Pre-Certification allows the business to later Certify and claim business tax credits from the later of the Pre-Certification approval date or the start of the business’ income tax year, through the end of the business’ income tax year.

Pre-Certification is not required to claim the Enterprise Zone Contribution Tax Credit.



## Guide to Enterprise Zone Pre-Certification

Colorado Office of Economic Development and International Trade

Colorado Office of Economic Development and International Trade

Login Get More Information

### LOGIN

Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system.

Login to view saved applications, check application status, or apply for funding opportunities.

Email

Password

[Forgot Your Password?](#) | [New User?](#)

© 2016 Colorado Office of Economic Development and International Trade OEDIT Partner Login

Enter your “Username” and “Password”. Passwords expire after 90 days. **Click on “Forgot Your Password” if your password has expired and you need to reset it.**

Note the option to create a New User account if you don’t already have one.

Follow these “Tips for the Online Application System”.

1. Your Username is your Email.
2. Use one of the preferred browsers; [Google Chrome](#), [Mozilla Firefox](#) or [Safari](#).
3. If you are getting a “blank screen” or “error message” you need to clean out your temporary internet files and cache. [Click here for instructions](#).
4. To *reset your password* click on the [Forgot Your Password?](#) hyperlink located below the Username and Password fields on the Log-in page. Type in your username which in most cases will be your email. The system will email you a temporary password. When you log into the portal with your username and temporary password you will be prompted to create a new password.

# Guide to Enterprise Zone Pre-Certification

**HOME**

WELCOME TO THE BUSINESS FUNDING & INCENTIVES PORTAL FOR THE COLORADO OFFICE OF ECONOMIC DEVELOPMENT & INTERNATIONAL TRADE.

To use this website:

**ENTERPRISE ZONE – SELECT...**

- APPLY - To initiate a new Pre-Certification application (for Certifications see below)
- UPDATE - To edit a draft or view a Submitted Pre-Certification application  
- To start a Certification application for an Approved Pre-Certification #
- REPORT - To edit or delete a Draft or view a Submitted Certification application

Draft applications can be amended or deleted by opening the record.  
To amend a submitted application, click [Amend Application](#) to have the application reopened.

**OTHER FUNDING AND INCENTIVE APPLICATIONS – SELECT...**

- APPLY - To initiate an application for the ADVANCED INDUSTRIES GRANT program or other discretionary incentives which you have been pre approved for.
- APPLY - To initiate an application for the ADVANCED INDUSTRIES TAX CREDIT program (either as an investor or an investee).
- APPLY - To initiate an application for the HISTORIC PRESERVATION TAX CREDIT or the RURAL JUMPSTART PROGRAM  
APPLY - To initiate an application for the RECOVER COLORADO GRANTS
- UPDATE - To edit a draft or view a Submitted application - To start a report for an Approved application
- REPORT - To edit or delete a Draft or view a Submitted Report

I want to...


**Apply**      **Update**      **Report**


For each business location and each fiscal year a new pre-certification application must be submitted in advance of the activity eligible to earn an EZ income tax credit.

Click the “Apply” button to start an Enterprise Zone Pre-Certification application.

## Guide to Enterprise Zone Pre-Certification

APPLY

 Click the "Details" hyperlink to view details about this application.

 Use the Action column either to apply to, edit or view the application. The edit and view options will only be available once you applied.

🔍 1 of 1 (9 records total) Page Size

⏪ ⏩ Previous Next ⏪ ⏩

Details ▲	Program	Category	Division	Frequency	Close Date/Time	Action
<a href="#">Advanced Industries Colorado-Israel Technology R&amp;D Grant</a>	Advanced Industries	Financing	Business Funding & Incentives	Annual	6/1/2016 5:00 PM	<a href="#">Apply</a>
<a href="#">AI Tax Credit Investee Pre-Certification</a>	Advanced Industries	Incentives	Business Funding & Incentives	First-Come/First Served		<a href="#">Apply</a> <a href="#">Edit</a>
<a href="#">AI Tax Credit Investor Eligibility Check</a>	Advanced Industries	Incentives	Business Funding & Incentives	First-Come/First Served		<a href="#">Apply</a>
<a href="#">Enterprise Zone Pre-Certification</a>	Enterprise Zone Tax Credit	Incentives	Business Funding & Incentives	Annual		<a href="#">Apply</a> <a href="#">View</a>
<a href="#">Historic Preservation Tax Credit Qualification</a>	Historic Preservation Tax Credit	Tax Credit	Business Funding & Incentives	First-Come/First Served		<a href="#">Apply</a>
<a href="#">Recover Colorado Business Grant/Loan Program R1</a>	Economic Recovery	Incentives	Business Funding & Incentives	R1		<a href="#">Apply</a>
<a href="#">Rural Jump-Start Application to Participate</a>	Rural Jumpstart Program	Incentives	Business Funding & Incentives	First-Come/First Served		<a href="#">Apply</a>
<a href="#">Rural Jump-Start Business Application</a>	Rural Jumpstart Program	Incentives	Business Funding & Incentives			<a href="#">Apply</a>
<a href="#">Rural Jump-Start Create a Zone</a>	Rural Jumpstart Program	Incentives	Business Funding & Incentives	First-Come/First Served		<a href="#">Apply</a>

This page shows the various funding and incentive applications available. Look for “Enterprise Zone Pre-Certification” in the list of program applications, and click either the name of the application in the “Details” column or the “Apply” button in the “Action” column to begin a new application.

Users that have started a Pre-Certification in the past will see “View” in the Action column. One can view *draft* and *submitted* applications.

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## ENTERPRISE ZONE PRE-CERTIFICATION

**DO NOT CLICK THE BACK OR FORWARD BUTTON IN YOUR WEB BROWSER. THIS WILL CREATE NEW FUNDING APPLICATIONS AND WILL INTERFERE WITH THE PROCESS.**

This Pre-certification system may be used by **BUSINESS OWNERS** or may be completed by **TAX PREPARERS** for businesses.

**BUSINESS OWNER:** A business owner will use their login and password for an account with this system specific to their business.

**TAX PREPARER:** A tax preparer will use their login and password for an account specific to the tax preparer and then all of their clients/businesses will be managed under the tax preparer's account.

To create a new application for this opportunity, click the "Apply Now" button below.

[View Other Opportunities](#) [Apply Now](#)

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Applications may be completed by business owners/representatives or tax preparers and 2<sup>nd</sup> parties acting on behalf of a business.

Click "Apply Now" to begin the application.

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**ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-083850**

**GUIDELINES**

**ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS**

**Pre-Certification Information**  
Please complete all fields. Required fields are designated with a red bar.  
This application is to Pre-Certify a specific business location for activity that may be eligible to earn Enterprise Zone tax credits between the application date or the start of the fiscal/tax year (whichever is later) and the end of the fiscal/tax year. Pre-Certification is required annually and in advance of eligible activity.

Business' fiscal/tax year start date:

Business' fiscal/tax year end date:  [ 5/31/2016 ]

Business Name/Location Name (Not the name of the tax preparer)

Select the Taxpayer ID type and number that will be used when filing the Colorado income tax return for this business.

Taxpayer ID Type:  FEIN  SSN  ITIN  CAN

Taxpayer ID Number. Note: Any certification and claim for EZ credits will only apply to this tax payer ID.

Name of Business Owner/Representative (not an external tax preparer)

Business Telephone Number

Business Email

Enterprise Zone:

If business activity is conducted at a location with a street address, select "Address".  
If business activity is conducted where there is no street address, select "Description". You may enter the latitude and longitude coordinates. The local zone administrator may require legal descriptions, lat/long coordinates, or a map to identify the business location relative to the Enterprise Zone.  
When certifying for EZ tax credits you will report the sum of investments/jobs/wages for business activity at the address or location detailed in the Pre-Certification application.

Address  Description

Note the APP #, an application record has been created.

Enter the start-date of the business's fiscal year.

This is a format guide showing the current date.

The end-date pre-populates with the coming calendar year end-date. Over-write if appropriate.

The red bars | denote required fields.

These fields are to be completed with information for the business eligible for the EZ credits. Do not provide accounting or 2<sup>nd</sup> party info here.

Know in which Enterprise Zone the business is located. Business locations not in the EZ selected may be denied.

# Guide to Enterprise Zone Pre-Certification

On the prior screen you had a choice to enter an Address or a Location Description

This first screen shows the Address page

The screenshot shows the 'Address' page of the 'ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-53734'. The page header includes the Colorado logo and navigation links: Home, Apply, Update, Report, Resources, My Profile, and Logout. The main heading is 'ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS'. Below this, there is a section titled 'Address - Physical location of Business facility in the Enterprise Zone'. The form contains several input fields: 'Address', 'City', 'State' (set to CO), 'Zip Code', and 'County' (set to --None--). There are 'Previous' and 'Next' buttons at the bottom. A callout box with arrows pointing to the 'City' and 'Zip Code' fields contains the text: 'Mouse over for additional information'.

This is the Description page

The screenshot shows the 'Description' page of the 'ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS' application. The page header is the same as the previous screen. The main heading is 'ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS'. Below this, there is a section titled 'Description - Enter a description of a location where there is no official address. The local zone administrator may require legal or county descriptions, lat/long coordinates, or a map to identify the business location relative to the Enterprise Zone.' There is a 'County' dropdown menu set to '--None--'. Below that is a large 'Location Description' text area. At the bottom, there are 'Latitude' and 'Longitude' input fields. A callout box with an arrow pointing to the 'Location Description' text area contains the text: 'Contact the local EZ Administrator to find out what documentation they require to verify that the business location is in the Enterprise'. There are 'Previous' and 'Next' buttons at the bottom.



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## ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-084000

GUIDELINES

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

**NAICS Sector**  
Select the North American Classification Sector that best represents your business. You may refer to [www.census.gov/naics](http://www.census.gov/naics)

NAICS Sector | --None--

Previous Next

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A hyper-link takes you to the resource to learn more about and identify the correct NAICS sector and code.

Select the 2 digit North American Industrial Classification System code that best identifies the business activity conducted at this business location. Then, click “Next”.

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

**NAICS Code Description**  
Select the North American Classification Code that best represents your business. You may refer to [www.census.gov/naics](http://www.census.gov/naics)

NAICS Code | --None--

Previous Next

The options for the 6 digit NAICS Code are limited by the 2 digit Sector selected in the prior screen. Select the Code that best describes the business activity at this location. Then, click “Next”.

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## ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-53734

GUIDELINES

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

**Attestation Statement**  
I, the business owner/authorized company official, certify that I am aware of the Enterprise Zone tax credits are a contributing factor to the startup, expansion or relocation of my business into the Enterprise Zone, and I acknowledge that this Pre-certification is for activities that shall be conducted in the Enterprise Zone. Pre-certification is granted by my local Enterprise Zone Administrator through the end of the tax year. By typing your name into the field below, you are agreeing to the above statement.

I attest to the statement above  I agree  I disagree and do not wish to continue

Legal Name of Business Owner or Authorized Official

Title of Business Owner or Authorized Official

Tax Preparer Information

Tax Preparer Name

Tax Preparer Email

Tax Preparer Phone

Notes

Previous **Next**

If you do not agree, you will get a warning and be returned to this page once you complete the remaining information and click "Next". You can click on one of the upper tabs to abort this application.

The name and title here should be of someone authorized by the business to conduct such activity.

These fields are pre-populated with information from the Account set-up.

## Guide to Enterprise Zone Pre-Certification

**Pre-Certification Application Summary**

**Location:**  
Business Name/Location Name: Test Location  
Pre-certification for tax year beginning date: April 1, 2015  
Pre-certification for tax year end date: March 31, 2016  
For Address/Description: jfdkjkaskdjfdjkf;ad Costilla  
For Tax ID: 123456789  
Enterprise Zone: Northwest EZ  
County: Costilla County

**Attested:**  
Attestation: I agree  
By: Mary Jones

This pre-certification is not yet complete. Please click "Finish" to continue to the next page where you may enter additional pre-certification applications or submit your application(s).

**Finish**

This page provides a summary of the data you entered. Review it before clicking "Finish". Once submitted the information cannot be altered. The record is for a specific business with a specific location, business tax year, and tax ID.

**STATE OF COLORADO ENTERPRISE ZONE (EZ) LOCATIONS**

Please lookup and confirm your Enterprise Zone on the Enterprise Zone (EZ) Map

**Pre-certifications**

page 1 of 1      « Previous Next »      1 records total

Pre-Cert #	Business/Location Name	Tax Year End	EZ/County	Location Address	Action
P-072907	Test4	6/30/2017	Northwest EZ Grand County	23 Oak Ave. Placerville, CO 80201	

Please continue to add additional pre-certifications by clicking the "Add Another Pre-certification" or select "Submit complete EZ pre-certification application" to complete the pre-certification submission.

Pre-certifications are not editable. If there is a problem with any of these pre-certifications, please delete the pre-certification by clicking the delete icon in the action column and then re-enter it by clicking on "Add Another Pre-certification".

**+ Add another Pre-certification**

**Submit complete EZ pre-certification application**

Notice the Pre-certification number (P-#####). If you are not ready to submit the application, but want to return to it later, you can search for this Pre-certification on the Update tab.

Click "Add another..." to apply for additional business locations under the same APP. Click the trashcan icon in the Action column if you made a mistake and do not want to submit the application. Click the "Submit..." option to complete the application. A verification window pops up where you can confirm that you want to submit the application.

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Colorado  
Division of Economic Development and Enterprise Zones

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**UPDATE**

- Click the pencil icon beside the selected draft under Actions to continue editing.
- Click the printer icon beside the selected record under Actions to print.
- When visible, allows an applicant to file certifications and reports.
- When visible, allows an applicant to delete a draft application.
- When visible, allows an applicant to apply again.

Search Enterprise Zone Pre-Certifications

Page 1 of 1 (19 records total) Previous Next Page Size 20

Application ID	Opportunity Name	Primary Contact	Closing Date	Fiscal Year	Status	Actions
APP-29770	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-30178	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-32150	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-32230	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-32250	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-33995	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-36769	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-39564	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-44338	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-44461	Enterprise Zone Pre-Certification	Sonya Guram			Draft	Edit Print Delete Add
APP-47341	Enterprise Zone Pre-Certification	Sonya Guram			Draft	Edit Print Delete Add
APP-49434	Enterprise Zone Pre-Certification	Sonya Guram			Draft	Edit Print Delete Add
APP-50750	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-51440	Enterprise Zone Pre-Certification	Sonya Guram			Draft	Edit Print Delete Add
APP-51486	Enterprise Zone Pre-Certification	Sonya Guram			Draft	Edit Print Delete Add
APP-52529	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-52568	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add
APP-52926	Enterprise Zone Pre-Certification	Sonya Guram			Draft	Edit Print Delete Add
APP-52927	Enterprise Zone Pre-Certification	Sonya Guram			Submitted	Print Edit Add

The Update page lists all Pre-Certification applications for the user, both Draft and Submitted.

There can be multiple Pre-Certifications for various locations nested within one application (APP#). On the prior screen, if you chose "Add another Pre-Certification", each business location entered that way is nested under a single application.

Note those in Draft status. Applications must be submitted before they can be reviewed by the local zone administrator. Actions available are represented by icons whose functions are explained at the top of the page.

When done, click the Logout tab and close the browser window.