Guide to Enterprise Zone Certification

This user guide provides web screen shots to reach the application portal from OEDIT’s website, navigate the application portal, and complete an Enterprise Zone Certification application.

The OEDIT 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.choosecolorado.com/ez

On our webpage, you can learn about the EZ tax credits. Search the interactive map to determine if your business is located in an Enterprise Zone. Contact the Local EZ Administrator to learn about other local benefits and to ask questions about the program. We have links to the statutes and Department of Revenue resources. Click text to move to different parts of the EZ page.
Click or scroll down to the Application section.

Note:

“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 a Certification application to make changes.

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

The “Amend” and “Transfer” forms are also now available in the OEDIT Application Portal.

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 application date or the start of the business’ income tax year, through the end of the business’ income tax year.

The “Legacy Application System” hyperlink takes one to the older application platform. Pre-Certification numbers formatted YY-XXXXX can be certified there. No new Pre-Certification applications can be completed in that system. The format of your Pre-Certification number dictates which application system you must use to Certify.

Certification for the Commercial Vehicle Investment Tax Credit and the Enterprise Zone Contribution tax credit are not included in this application. Information for certifying those credits is on this web-page and via a hyper-link in the “What are the Enterprise Zone Tax Credits Section”.
Application Portal: https://oedit.secure.force.com/oedit/

Review the “Tips for the Online Application System”.

Enter your “Username” and “Password”. A Username is typically your Email Address. Passwords expire after 1 year. Click on “Forgot Your Password” if your password has expired or you’ve forgotten it; you can update it.

Click the “Login” button.
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This page shows the various funding and incentive applications available. Look for the “Enterprise Zone Business Tax Credits” tile and click on it. Note the Quick Link – this is a useful way to look at the existing applications you have across OEDIT programs; however, for the Enterprise Zone program it only provides a view of your Pre-Certification applications - options are best when you click on the program tile.

The Enterprise Zone Business Tax Credits page has 5 sections. Scroll down the page for Pre-Certification and Certification Applications and to view your existing applications.

The top-most portion, pictured below, gives a brief description, has links to the user guides, and links to resources.
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In order to certify for EZ tax credits, you must have an approved Pre-Certification. Certification applications are to be completed after the conclusion of the tax year, but prior to submitting your tax return to the CO Department of Revenue.

Note: if you’ve already started a Certification application, go to the section of this document on Editing a Certification Application.

There are two different approaches to starting a new Certification application.

1) Scroll down to the “Apply for Funding Opportunities Section” where you to start a new Certification application by clicking either the text in the Application column or the “Apply” button in the Action column. You will need to have a Pre-Certification number and a TaxID to proceed.

![Apply for Funding Opportunities](image1)

![Enterprise Zone Certification](image2)

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2) Scroll down to the “My Pre-Certifications Section” where you will find all pre-certification applications related to your account on which you can initiate a new Certification application.

If you know the Pre-Certification #, simply enter it in the search field.
Otherwise, there are options for finding the Pre-Certification record for which you want to initiate a Certification.

- You can find the Pre-Certification # for which you want to Certify by clicking on any of the column headers to sort the records in ascending or descending order.
- You can enter search terms for a Location Business Name or a Tax Year End Date.

Make sure that the Pre-Certification record is for the tax year that you want to Certify. There is a one-to-one relationship between Pre-Certifications and Certifications – once you’ve used a Pre-Certification record to Certify, you cannot initiate another Certification record on it.
The following screens and steps are the same whether you went through route 1 or 2 above.

This screen is a summary of the Pre-Certification record.

Verify that this is the business and tax year for which you want to Certify. If not you can leave the Certification and go back to the home page.

Click the Next button.

All of this information comes from the Pre-Certification application. The eligibility dates are set by the Pre-Certification application date. The eligibility period is the later of the pre-certification application date or the tax year start date entered by the applicant through the tax year end date entered by the applicant.
This screen shows the location address or description of the business covered by the Pre-Certification. Answer questions in the Certification application for this location only.
The fields on this next screen are required. The date business activity began determines eligibility for the Employer Sponsored Health Insurance Credit and re-location impacts the employment base count for employee credits and qualified investment for the Investment Tax Credits.

### TAX CREDIT CERTIFICATION

**Business Location Information**

*Note:* The following information is required regardless of whether or not any jobs credits are being claimed. For statistical purposes, self-employed owners and partners working in the business should be counted here, even if they do not qualify as "employees" for other tax purposes.

<table>
<thead>
<tr>
<th>When did business activity begin at this location?</th>
<th>[ 6/7/2016 ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were activities relocated from another Colorado location?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

This is a guide. It reads the current date and shows you the required format.
Complete all fields with the best information you have available. We use this data to evaluate the success of the program.

For Beginning, Ending, Full-time, etc. provide figures for all people working at the facility including owners, workers, and official employees.

<table>
<thead>
<tr>
<th>Job and Compensation Information for the Business Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: This information is required for statistical purposes, and not to determine the tax credit earned. Individual business certification data that may reveal compensation paid to any individual employee is not public record.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>People working at this facility (include owners/workers/employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number at Beginning of Tax Year [ ]</td>
</tr>
<tr>
<td>Number at End of Tax Year [ ]</td>
</tr>
<tr>
<td>Number Transferred from another Colorado facility owned by the taxpayer [ ]</td>
</tr>
</tbody>
</table>

Provide details for the average number of people working at the facility during the tax year in the category.

**Full-Time Permanent** (Employed 30 or more hours per week)

| Number [ ] |

**Average Annual Compensation (including benefits) per employee [ ]**

**Average Hourly Compensation (including benefits) per employee [ ]**

**Part-Time Employees** (Employed 1-29 hours per week)

| Number [ ] |

**Average Annual Compensation (including benefits) per employee [ ]**

**Average Hourly Compensation (including benefits) per employee [ ]**

**Temporary Employees** (Employed on a temporary or seasonal basis)

| Number [ ] |

**Average Annual Compensation (including benefits) per employee [ ]**

**Average Hourly Compensation (including benefits) per employee [ ]**

**Contract Employee**

| Number [ ] |

**Average Annual Compensation (including benefits) per employee [ ]**

**Average Hourly Compensation (including benefits) per employee [ ]**
Read the information on the page. Review all background information prior to starting, and have your entry figures ready.

Once you click “Next”, you will be prompted to enter the relevant information for each of the tax credits you’ve selected. If you find you selected one in error, you can click “Next” or “Previous” to save the data you entered on the page. You can return to this screen by clicking the “Previous” button from any one of the tax credit entry pages to change your selections.

The credits earned are calculated for you and appear at the end of the application process.

The last change to EZ credit rates went into effect on 1/1/2014.

Note that the credit certificate issued from this application system must be submitted with your CO income tax filing. The Certificate issued from this application takes the place of the DR0074, DR0076, and DR0077. Your income tax filing must also include form DR1366 where credits earned are documented and the actual credits you will claim in the tax year are calculated.

Following are pages for each tax credit – in your application, you will see only those that you checked.
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Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ Tax Credit Resources web page, your starting point is www.choosecolorado.com/ez.

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.
## Job Training Tax Credit (DR 0074)

Provide information for the business facility within the approved pre-certification period.

For an explanation of the credit, details on calculations, and claiming credits see Colorado Department of Revenue Form DR0074, publication FY1 Income J1, and Form DR 1388.

**Note:** Investments resulting from the relocation of a business operation from within the state are not eligible for this credit, unless the relocation meets the expanded criteria in C.R.S 39-30-105 (7)(c)(II) and (7)(c)(III).

<table>
<thead>
<tr>
<th>Description</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of employees trained</td>
<td></td>
</tr>
<tr>
<td>Investment in a qualified job training program: $</td>
<td></td>
</tr>
</tbody>
</table>

Credit calculation is 12% of qualified job training costs for tax years commencing on or after 1/1/2014. The credit rate is 10% prior to that.

Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ Tax Credit Resources web page, your starting point is [www.choosecolorado.com/ez](http://www.choosecolorado.com/ez).

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.
As of 2016, there are a number of required questions for businesses certifying for the EZ Investment Tax Credit and the Job Training Investment Tax Credit.

Answer each question as it relates to the investment that you are certifying. If the question is not applicable to the investment made, leave the field blank.

The next 2 pages show close-up views of the application page.
Count persons already employed and their hourly wage (for salaried workers divide the annual salary by 2,080) if they are involved in operating or making operational the qualified investment.

Indicate the number of Construction workers employed to make operational the investment. Construction occupations are those classified by the Bureau of Labor Statistics Occupational and Employment Statistics program in major group 47-0000.
Double click on choices from the drop-down list. You may choose more than 1.
Learn the details of this credit. Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ web page, your starting point is [www.choosecolorado.com/ez](http://www.choosecolorado.com/ez).

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.
Learn the details of this credit. Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ web page, your starting point is [www.choosecolorado.com/ez](http://www.choosecolorado.com/ez).

The DOR requires that you have a record of R&D spending for each fiscal year.

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.
**Employer Sponsored Health Insurance Tax Credit**

Note: To be eligible, the employer must contribute 50% or more of the total cost of a health insurance plan or program, and such plan or program must be in accordance with the provisions of C.R.S. 10-8, or C.R.S. 10-16-1-4, or be a self-insurance program and include partial or complete coverage for hospital and physician services.

Provide information for this business facility within the approved pre-certification period.

For an explanation of the credit and details on calculations see C.R.S. 39-30-105 and 105.1 and Colorado Department of Revenue FYI Income 10 as well as Form DR 1366.

New employees are the net new employees calculated for the certification period as compared to those in the prior 12 month period. If the business facility is a replacement facility, net new employees are those as compared to the prior 3 years employment. (see C.R.S. 39-30-105 (7)(i)(I) and (III). Employees must work at the Enterprise Zone business location associated with this Certification application. Employees are defined in C.R.S 39-30-105.1 (4)(c).

**IMPORTANT:** You indicated that operations began on **2015-01-01**. This credit is **only available to the tax payer at this business location during the first two full income tax years in the EZ.**

For which year are you claiming the credit? [Year 1 ▼]

Calculated number of net new employees covered during the tax year:

Credit calculation is $1,000 per covered employee for tax years commencing on or after 1/1/2014. The credit rate is $200 per covered employee prior to that.

Learn the details of this credit. Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ web page, your starting point is [www.choosecolorado.com/ez](http://www.choosecolorado.com/ez).

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.
New Employee Tax Credits
Provide information for this business facility within the approved pre-certification period.
For an explanation of the credit and details on calculations see C.R.S. 39-30-105 and 105.1 and Colorado Department of Revenue FYI Income Tax as well as Form DR 1366.
Note: For tax years commencing 1/1/2014, a business need not meet “New Business Facility” requirements. If certifying for a tax year commencing prior to 1/1/2014 the business location must meet the “New Business Facility” definition to claim the New Employee Credits.
New employees are the net new employees calculated for the certification period as compared to those in the prior 12 month period. If the business facility is a replacement facility, net new employees are those as compared to the prior 3 years employment. (see C.R.S. 39-30-105 (7)(i)(I) and (III). Employees must work at the Enterprise Zone business location associated with this Certification application. Employees are defined in C.R.S 39-30-105.1 (4)(c).

Calculated number of new employees: 

Credit calculation is $1,100 per new employee for tax years commencing on or after 1/1/2014. The credit rate is $500 per new employee prior to that.

Make sure to consult the FYI for proper calculation of new employees; the help text summarizes that calculation. The application screen explains the denominator.

After clicking “Next” you will be prompted for 2 additional credits associated with the New Employee Tax Credit.
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Agricultural Processor - New Employee Credit

The business must be directly engaged in manufacturing or processing agricultural commodities into some form other than that which enters normal agricultural commodity marketing channels. Harvesting, cleaning, packaging, storing, transporting, wholesaling, retailing, or otherwise distributing products without changing their form does not qualify. Restaurants and food retailers do not qualify for this credit.

Does this business add value through manufacturing or processing agricultural commodities?

Credit calculation is $500 per new job.

Learn the details of this credit. Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ web page, your starting point is www.choosecolorado.com/ez.

Select “Yes” or “No”, and then click “Next”.

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.

Enhanced Rural EZ - New Employee Credit

Businesses in a county with Enhanced Rural Enterprise Zone (EREZ) designation earn additional credits for new employees plus additional credits for Agricultural Processor businesses.

Note: EREZ designation is updated every 2 years and covers the calendar year. If your business tax year does not match the calendar year, check the county’s EREZ status (www.advancecolorado.com/erez) - you may need to pro-rate EREZ credits and claim them with the DOR only for the months that the county had EREZ designation.

Are you located in an Enhanced Rural EZ County?

Credit calculation is $500 per new job. EREZ designation matches the calendar year; if the business’ tax year does not match the calendar year, please check EREZ status and pro-rate accordingly when claiming the credit with the Department of Revenue.

Learn the details of this credit. Hyper-links can be used to find information. Most of these resources can be access through the OEDIT EZ web page, your starting point is www.choosecolorado.com/ez.

Select “Yes” or “No”, and then click “Next”.

You will not enter the credit amount. The system will do it for you, and provide you all credits earned at the end of the application process.
One acting on behalf of the business may attest to the statement. You must click “I agree” to be able to submit the application. If you do not want to attest, then you can click “I disagree...” to leave the application – the contents of the application will be saved if you want to return and attest at a later time.
This page provides a summary of the information entered and the tax credits earned.

Review the information. If any of the information you entered needs to be corrected, click “Update values” at the bottom of the page. You can return to select or unselect various credits. If everything looks good, click “Submit Certification Application”; a pop-up asks you to confirm that you are ready to submit the application.

Notice the Certification number. If you are not ready to submit the application, but want to return to it later, you can search for this Certification in the “My Certifications” section of the Enterprise Zone home page in the Application Portal.
Upon submitted the application, you land on the Reports Page.
You may see a variety of program applications here in addition to EZ Certifications.
Click the hamburger in the upper right to log out or to return to the home page.

The Report page lists all Certification applications for the user, both Draft and Submitted.
Note applications 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. Upon submission, an e-mail is sent to the account contact, tax preparer, and business contacts. The zone administrator should review the application within 5 business days and either approve or deny it.

The blue bar provides options to “logout” and return to the Application Portal home page among others.
Amending a Certification Application

Until you’ve clicked the “Submit” button, you can edit the Certification application in Pending status in the “My Certifications” section on the Enterprise Zone landing page in the Application Portal. The edit icon indicates that you can make edits.

Amending a Certification Application that has already been Submitted and/or Approved

The “Amend” form sends a request to the Local EZ Administrator and Program Staff with details of your request. You might request an amendment to your Certification application to update entries like the qualified investment, or number of net new employees. You will receive an email to let you know when your Certification application is available to edit.
If you are finished working in the application portal, click the hamburger… And then click “Logout”.

![Image of application portal with navigation options and logout button.]