

# New Hampshire Division of Economic Development Economic Revitalization Zone Tax Credits

## TAX CREDIT CERTIFICATION ~ FORM ERZ-2 for BUSINESS APPLICANTS

**Complete and Mail or Email by February 10th following the applicant's tax year to:**

State of New Hampshire  
Division of Economic Development  
ERZ Program Administrator  
100 North Main Street, Suite 100  
Concord, NH 03301  
Bridgett.e.beckwith@livefree.nh.gov

Instructions: Follow the specific instruction given in each section and TYPE all information.  
Provide an original, signed, and completed application, including all attachments.

### SECTION A – INFORMATION

Taxpayer/Business Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: Street/PO Box: \_\_\_\_\_

City/Town/State and Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Taxpayer's Filing Period: \_\_\_\_\_

#### ERZ Tax Credit Eligibility:

1. Provide Street Address or Tax Map / Lot of the Business within the ERZ and EIN #:
2. Provide a Copy of the ERZ Tax Credit Designation Letter of Certification issued to the City or Town by BEA.

#### ERZ Project Description:

3. Describe the project and actual investment costs in detail. Include copies of cost invoices, etc. Include a separate page and copies of documents as necessary.
4. Duration of the project – Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**SECTION B – JOB INFORMATION**

Instructions:

1. Provide the following information and attach additional sheets if necessary.

**LIST ALL NEW, INCREMENTAL FULL TIME POSITIONS CREATED IN THE LATEST CALENDAR YEAR**

(Note: Full-time Position is defined as at least 35 hours per week and is a permanent year round position).

Position Title	Hiring Date	Hourly Wage Rate	Average Hours Worked Per Week	Annualized Base Wages <small>(Rate x Hrs x 52)</small>	Bonus Paid (if any)	Total Compensation <small>(Base plus Bonus)</small>
Example #1 Manager	6/1/2023	\$ 20.00	40	\$ 41,600	\$ 250	\$ 41,850
Example #2 Clerk	10/31/2023	\$ 8.25	35	\$ 15,015	\$ -	\$ 15,015

Total number of new full-time incremental jobs created in the calendar year 2023 \_\_\_\_\_

Total number of full-time employees working for your company as of December 31, 2023 \_\_\_\_\_

## SECTION C – DOCUMENT CHECKLIST

**Instructions:** Attach copies of the following with your application

Checklist:

\_\_\_\_\_ Documentation indicating detailed actual investment in the project (not estimated) in the calendar year.

\_\_\_\_\_ Copy of the ERZ Tax Credit Designation Letter of Certification issued to the local City or Town by BEA.

## SECTION D – PROJECT GUARANTEE/SIGNATURES

**Instructions:** Taxpayer must initial acceptance of the following guarantee.

It shall be the responsibility of the Taxpayer to guarantee that all elements of the project are completed. Failure to complete a project shall result in the Taxpayer's forfeiture of remaining credits.

\_\_\_\_\_ (INITIALS)

Signature of Taxpayer: \_\_\_\_\_ Date \_\_\_\_\_

Type/Print Name: \_\_\_\_\_ Title \_\_\_\_\_