



Department of
Development

OHIO ENTERPRISE ZONE PROGRAM

ANNUAL REPORT INTERNET/ELECTRONIC FILING INSTRUCTIONS

In 2009 ALL Enterprise Zone Managers are to update their contact information and report the end of year status of agreements through the Ohio Department of Development's (Development) online Annual Reporting Module.

To enter the Annual Report electronically, first navigate to the Enterprise Zone webpage, found at: <http://development.ohio.gov/edd/ez/EZAnnualReports.htm>. From this page, click on "Annual Report Entry." Note that other useful documents for completing the annual reporting process can be found on this webpage. After entering the Annual Reporting Module, use the drop down menu (the little button on the corner of the box) to select the correct zone. Once selected, another dropdown box will appear with the company name as well as a zone summary option. Below that box is a password box, where you should enter your password. **Your password was sent to your Enterprise Zone Manager by email during the last week of December, 2009 or the first week of January, 2010.** These report screens are designed just to look like the paper copies previously used to report enterprise zone activity. Section C of the report is divided into two parts, the Agreement Information (terms committed to in the Enterprise Zone Agreement) and the Performance Information (the actual achievements, i.e. actual amounts invested or actual jobs created, of the firm as of 12/31/09).

The Agreement Information (red text) represents the information recorded on page one of Section C. The color-coding represents the terms and conditions of the current agreement. Please review this information for accuracy. This information reflects static agreement commitments and in most cases should not be changed. Development should be notified by email or in writing of any changes that need to be made to this section.

Information from the previous year's report (black text) is included on the electronic form.

The Performance Information (black text) represents the information on pages two and three of Section C. Utilizing completed Sections C's from your companies, update the form for current data as necessary.

All fields in the Performance Information portion of the Section C report must be completed for the report to be filed. Upon completion of the data entry, click the submit button at the bottom of the form. This will electronically file the information. Your copy will be on the screen and you can click the print icon or choose file print in your browser to print a copy.

Upon completion of the Section C report, click the submit button at the bottom of the form. This will electronically file the information. Your copy will be on the screen and you can click the print icon or choose file print in your browser to print a copy.

Important Note: The Confirmation No. at the top of the submitted electronic form must be written on the hard copy by the zone manager.

Click the "Return to Annual Report Front Page" button on the form to fill out the next company's information and repeat the process.

Section A and Section B information are to be **completed once all of your section C's have been entered.** Select SECTION A AND SECTION B REPORT from the drop down menu. You will still enter the Password to get to the data entry portion and upon completion click submit. Print this form with its Confirmation No. and retain it for your records.

When the electronic filing is complete, please retain all paper copies with original signatures for your records. **DO NOT SEND ANY PAPER COPIES.** If you have an agreement(s) not included in the dropdown menu for the

electronic Section Cs, please contact Development immediately for instructions. Failure to file a complete report, including information about agreements not contained in Development's database will subject the jurisdiction to the mandatory \$1,000 per month penalty and will result in a suspension of the Enterprise Zone's authority to enact new exemptions.