

IMPORTANT NOTICE

All first time Annual Progress Reports **MUST** include a listing of the **original** retained employees as of the date the Tax Credit Authority approved the project in an open public meeting, including approved relocated and transferred employees. The listing is to include the Employees name, Social Security Number, Date of Hire and indicate if the person has been transferred and/or relocated, including the date, and indicate from where. If the Retained headcount is different than the application and/or Tax Credit Agreement, a request to amend the Agreement is required

Changes to the Grantee's legal name, listed on Line A1, and/or Federal Tax Identification Number, listed on Line A3, requires the Agreement be amended. A letter requesting the amendment and justification should be included with the report. The tax credit cannot be processed and the Grantee is not eligible to receive a tax credit until the agreement has been amended and fully executed.

Grantees are required to establish and maintain all relevant supporting documentation used in the generation of the Annual Progress Report for at least four (4) years beyond the term of the Tax Credit.

The report is to be completed based on the Net New Full-time Employees employed in the project at the project location. Refer to the Tax Credit Agreement "Scope of Work" to define the "Project" and "Grantee's Location" to determine the project location. The number of net new full-time employees shall be determined by subtracting the number of full-time employees employed in the project at the Project Location, on the date the Grantor approved the Project from the number of full-time employees employed in the project at the Project Location at the end of a taxable year so long as the Grantee has entered into the Agreement within sixty days of receipt. An employee hired to take the place of or to succeed a person already employed either in the Project or at the Project Location at the time the Grantor approves the Project shall not be considered a "New Employee" and the compensation and income tax withholdings shall not be reported. An employee or an employment position, which is transferred or relocated to the Project from other Grantee operations, located within the State of Ohio or from a related member of the Grantee within the State is not a New Employee. Refer to the Agreement, "New Employee" for other exclusions.

A Grantee that does not submit a complete annual progress report postmarked or received prior to March 1, 2009 will be assessed a \$500.00 late fee on the first day of each ensuing calendar month until the taxpayer submits a complete report.