



Enterprise Zone Program

EMPLOYEE CERTIFICATION REPORT INSTRUCTIONS

The Enterprise Zone program is a jobs incentive program that provides Louisiana job tax credits to a new and existing business located in Louisiana; creating permanent net new full-time jobs and hiring, at least, 50% of those net new jobs from one of four certification requirements. To verify the hiring requirement, the Employee Certification Report is used to determine a business' net new employment increase during each year of the contract period, and confirm which certification requirement each net new job met. The following instructions are designed to assist the preparer of this report to accurately complete the forms.

SECTION ONE

(Application Page 4):
Business Information

- **Contract Number:** Project/Contract number assigned to the project
- **Contract Effective Date:** Start date of project, also referred to as the project start date or contract effective date
- **Business Name:** Business name of the contract holder creating the jobs as it appears on the Enterprise Zone Contract
- **Project's Physical Address:** Provide the complete address of the EZ project site location
- **Business Mailing Address:** If applicable, the preferred address to which mail can be received and/or delivered
- **Contact's Name, Phone Number, and Email:** Name, phone number, and email address of the person responsible for completing the ECR who can answer questions regarding the information submitted

SECTION TWO

(Application Page 4):
Baseline Employment
Calculation

- **Month Prior to Contract:** Includes the four months leading up the contract effective date
- **Month and Year:** List the 1st, 2nd, 3rd, and 4th month prior to your contract effective date
- **ES4/SUTA Total Employees for the Month:** Monthly ES4/SUTA headcount for each month in the appropriate spaces
- **Employees at this EZ Site:** Provide the employee headcount at the project site. Do not include headcount from another location
- **Part-Time Positions:** Number of employees hired to work less than 35-hours a week
- **Non-Permanent Positions:** Number of employees not in a permanent position
- **Non-Louisiana Residents:** Number of employees who are not residents of the state or domiciled in Louisiana.
- **Non US Citizen:** Provide the number of non-native or non-naturalized members of the U.S.
- **Net Full-Time Employees:** Net total of full-time employees remaining after subtracting non-permanent positions, part-time positions, and non-Louisiana residents positions from "employees at this location" column
- **Total Full-Time Employees:** Net total of full-time employees remaining after subtracting part-time positions, non-permanent positions, non-Louisiana residents or domiciled, and non-U.S. citizens
- **Baseline Employment Average:** Median average of the net new full-time employee

SECTION THREE

(Application Page 5):
Prior Full-time Employees

- **Employee's Name:** Full name of all full-time employees on the business' payroll at the project site prior to the contract effective date
- **Social Security Number:** Last four digits of the SSN of the corresponding full-time employees on the business' payroll at the project site prior to the contract effective date

(Application Page 6):
All Other Employees

- **Employee's Name:** Full name of all part-time, non-permanent, non-Louisiana residents and non-US citizen employees on the business' payroll at the project site prior to the effective date
- **Social Security Number:** Last four digits of the SSN of the corresponding employees on the business' payroll at the project site prior to the start date of the contract

SECTION FOUR

(Application Page 7):
Average Calculation Worksheet

- **Year:** Provide the year of the reporting period
- **ES4/SUTA Total Employees:** Provide the monthly ES4/SUTA headcount for each month in the appropriate spaces
- **Number of Employees Working at this EZ Site:** Provide the employee headcount at the project site. Do not include headcount from another location
- **Number of Non-Permanent Positions:** Provide employee headcount number of employees not in a permanent position
- **Number of Employees Transferred from Another Location:** Provide the number of employees transferred from other *in-state* site locations and business' affiliates
- **Number of Part-time employees:** Provide number of employees hired to work less than 35 hours weekly
- **Non Louisiana Residents:** Provide the number of employees who are not residents of the state or domiciled in Louisiana
- **Non US Citizen:** Provide the number of non-native or non-naturalized citizens of the U.S.
- **Net Full-Time Employees:** Net total of full-time employees remaining after subtracting non-permanent positions, part-time positions, and non-Louisiana residents positions from "employees at this location" column
- **Total Full-Time Employees:** Sum of the net full-time employees from all of the months included in the reporting period
- **Number of Months for this Period:** Provide the number months in reporting period
- **Average Number of Permanent Net Full-time Employees:** Is the sum average number of full-time employees from dividing total full time employees by the number of months in the reporting period

(Application Page 7):
Net Employment Increase
Determination Worksheet

- **Average Number of Permanent Net Full-time Employees:** The sum average number of full-time employees from dividing total full-time employees by the number of months in the reporting period
- **Number of Prior Period Permanent Full-time Employees:** Provide the highest number of permanent full-time employees from the prior reporting periods. If completing the first reporting period of the ECR, provide the number of permanent full-time employees on payroll prior to the effective date
- **Net Increase of Permanent Full-time Employees:** The net total of full-time employees concluded by subtracting the prior highest average period full-time employees from the average full-time employees for the reporting period
- **Times 50%:** Minimum certified annually..
 - A. **Residency:** Provide the number of full-time employees who live in an Enterprise Zone
 - B. **Public Assistance:** Provide the number of full-time employees who received one or more of the approved forms of public assistance
 - C. **Lacking Basic Skills:** Provide the number of full-time employees who met certification under this requirement
 - D. **Unemployable by Traditional Standards:** Provide the number of full-time employees who met certification under this requirement
 - E. **Sub-Total of Certified Full-time and Certified Part-Time Employees:** Provide the sum of all new full-time employees who met a certification requirement
 - F. **Total Number of Non-certified Employees:** Provide the number of new full-time employees during this reporting period who did not meet a certification requirement
 - G. **Total Number of Net New Employees:** Is the sum of the total permanent net new full-time employees

SECTION FIVE

(Application Page 8):
New Employee List

- **Employee Name:** Provide the full name of the net new employee hired in the reporting period
- **Physical Address:** Provide the complete residential physical address of the net new employee
- **Parish of Residence:** Provide the parish of the employee's residential address
- **Social Security Number:** Provide the last four digits of the SSN of the corresponding new employee
- **US Citizen/Louisiana Resident/Domiciled:** Indicate if the new employee is a US citizen and a resident or domiciled in the state of Louisiana
- **Permanent Job:** Indicate if the net new employee position is a permanent job with no anticipated end date, falling within the period commencing 45 days prior to the contract effective date and ending five years after the contract effective date
- **Full-time Position:** Indicate if the net new employee was hired to work at least 35 hours weekly.
- **Hire Date:** Is the date in which the employee began work for pay
- **Certification Requirement:** Provide which with certification requirement the net new employee met, and provide proof of that certification requirement

SECTION SIX

(Application Page 9):
ECR Summary Page

- **Baseline Employment:** To be completed by LED
- **1st Period:** Provide the dates of the first report period. A minimum of 7 months are needed, but not to exceed 18 months
- **2nd Year:** Provide the dates of the second reporting period. Twelve months should be included
- **3rd Year:** Provide the dates of the third reporting period. Twelve months should be included
- **4th Year:** Provide the dates of the fourth reporting period. Twelve months should be included
- **5th Period:** Provide the dates of the fifth report period
- **Grand Total:** Provide the sum of all periods for that category
 - A. Residency:** Provide the number of full-time employees who met the residency certification requirement
 - B. Public Assistance:** Provide the number of full-time employees who met the public assistance certification requirement
 - C. Lacking Basic Skills:** Provide the number of full-time employees who met the lacking basic skills requirement
 - D. Unemployable by Traditional Standards:** Provide the number of full-time employees who met certification under the unemployable by traditional standards requirement
- **No Certification:** Provide the number of full-time employees who did not meet any of the certification requirements
- **Total Permanent Net New Employees:** Provide the total sum of full-time employees from each of the certification requirements and non-certification column
- **Grand Totals:** To completed by LED

SECTION SEVEN

(Application Page 9):
Certification

- **Certification:** Should be read, dated, and signed by an authorized Business official acknowledging the information provided in the report is true and correct
- To be signed by an authorized company official acknowledging the information provided on the Employee Certification Report

Please return \$250 fee and one original signed and dated copy to:

Louisiana Economic Development
Business Incentive Services
P.O. Box 94185, Baton Rouge, LA 70804-9185



Enterprise Zone Program

EMPLOYEE CERTIFICATION REPORT

SECTION 1: BUSINESS AND BUSINESS INFORMATION

CONTRACT NUMBER **CONTRACT EFFECTIVE DATE**

BUSINESS NAME

PROJECT'S PHYSICAL ADDRESS

BUSINESS MAILING ADDRESS

CONTACT NAME

CONTACT PHONE NUMBER **CONTACT EMAIL**

SECTION 2: BASELINE EMPLOYMENT CALCULATION

Month Prior to Contract	In Business Y/N	Month & Year	ES4/SUTA Total Employees	Employees at this EZ Site	minus	Part-Time Positions	Non-Permanent Positions	Non-LA Resident or Domiciled	Non-US Citizen	equals	Net Full-Time Permanent Employees
1 st month					-					=	
2 nd month					-					=	
3 rd month					-					=	
4 th month					-					=	

Total Full-time Employees: _____

*Number of Months for this Averaging: _____

BASELINE EMPLOYMENT AVERAGE:

*Please provide copies of your quarterly ES4/SUTA reports for the four months prior to your contract start date with the \$250.00 fee.

Number of employees nationwide: (if applicable) _____

SECTION 3: EMPLOYEE LISTS

PRIOR FULL-TIME EMPLOYEE LIST

List of all full-time permanent employees on the day prior to Contract Effective Date.

	Employee's Name	Social Security No. <i>xxx-xx-1234</i>		Employee's Name	Social Security No. <i>xxx-xx-1234</i>
1			31		
2			32		
3			33		
4			34		
5			35		
6			36		
7			37		
8			38		
9			39		
10			40		
11			41		
12			42		
13			43		
14			44		
15			45		
16			46		
17			47		
18			48		
19			49		
20			50		
21			51		
22			52		
23			53		
24			54		
25			55		
26			56		
27			57		
28			58		
29			59		
30			60		

PRIOR PART-TIME EMPLOYEE LIST

List of part-time, non-permanent, non-Louisiana residents and non-US Citizen employees on the day prior to Contract Effective Date.

	Employee's Name	Social Security No. <i>xxx-xx-1234</i>		Employee's Name	Social Security No. <i>xxx-xx-1234</i>
1			31		
2			32		
3			33		
4			34		
5			35		
6			36		
7			37		
8			38		
9			39		
10			40		
11			41		
12			42		
13			43		
14			44		
15			45		
16			46		
17			47		
18			48		
19			49		
20			50		
21			51		
22			52		
23			53		
24			54		
25			55		
26			56		
27			57		
28			58		
29			59		
30			60		

SECTION 4: AVERAGE CALCULATION WORKSHEET

Reporting Period: From: _____ To: _____

Month	Year	LWC ES4/SUTA Total Employees	# of Employees working at this EZ Site	minus	# of Non Permanent Employees	# of Employees Transferred from Another Location	# of Part-Time Employees	# of Non-LA Resident or Non-Domiciled in LA Employees	# of Non US Citizen Employees	equals	Net Full-Time Employees
Jan				-						=	
Feb				-						=	
Mar				-						=	
April				-						=	
May				-						=	
June				-						=	
July				-						=	
Aug				-						=	
Sept				-						=	
Oct				-						=	
Nov				-						=	
Dec				-						=	

Total Full-time Employees: _____

Number of Months for this Period: ÷ _____

Average # of Permanent Net Full-time Employees: _____

NET EMPLOYMENT INCREASE DETERMINATION WORKSHEET:

¹ Average of Net Permanent Full-time Employees for Period
(Less) Prior Period Permanent Full-time or the highest average
Net Increase of Permanent Full-time Employees

Net Increase

² Times 50% (Minimum Certified Annually)

A. Residency

B. Public Assistance

C. Lacking Basic Skills

D. Unemployable by Traditional Standards

E. Sub-Total Certified

F. No Certification

G. Total Permanent Net New Employees

¹ Total Permanent Full-time Employees for the first Period.
Divided by number of months from Contract effective date to Year End or 12 for a year

² Net increase multiplied by 50%. Fifty percent of the total increase MUST a certification requirement.

SECTION 5: NEW EMPLOYEE LIST

Provide Name, Physical Address (No P.O. Box), and Parish of Residence	Social Security # (Last 4 digits)	US Citizen Y/N	LA Resident or Domiciled Y/N	Permanent Job? Y/N	Full-Time Y/N	Hire Date	Certification Requirements (Provide CT/BG # if employee lives in an EZ)
Name							
Physical Address							
Parish							
Name							
Physical Address							
Parish							
Name							
Physical Address							
Parish							
Name							
Physical Address							
Parish							
Name							
Physical Address							
Parish							
Name							
Physical Address							
Parish							
Name							
Physical Address							
Parish							

* Attach additional document if needed.

SECTION 6: ECR SUMMARY PAGE

Number of Employees day prior to Contract Effective Date (Baseline Employment)

Baseline Employment: LA Permanent Full-time _____ Non-LA Permanent Full-time _____
 Transfers _____ Non-LA Domiciled _____
 LA Part-time _____ Non-LA Part-time _____

Certification Requirement	CONTRACT YEAR					Grand Total	Office Use Only (% meeting Certification Requirements)
	1 st Period	2 nd Year	3 rd Year	4 th Year	5 th Period		
A Residency							%
B Public Assistance							%
C Lacking Basic Skills							%
D Unemployable by Traditional Standards							%
No Certification							%
Total Permanent Net New Employees Increase							100%
Office Use Only (Average for Full-time employees)							

CERTIFICATION

(Must have legal authority to sign this document)

I hereby certify that the Enterprise Zone project identified in this document with the above referenced number and additional materials meets all of the requirements of R.S. 51:21, et seq. and applicable regulations. I hereby certify that the information provided in this document and additional materials is true and correct, and I am aware that my submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing of false public records (R.S. 14:133) and/or forfeiture of any tax credits or rebates approved under this program. I understand that application and information submitted with it shall not be returnable to the applicant.

 Original Signature

 Date

 Printed Name and Title

Please return \$250 fee and one original signed and dated copy to:

Louisiana Economic Development
 Business Incentive Services
 P.O. Box 94185 Baton Rouge, LA 70804-9185