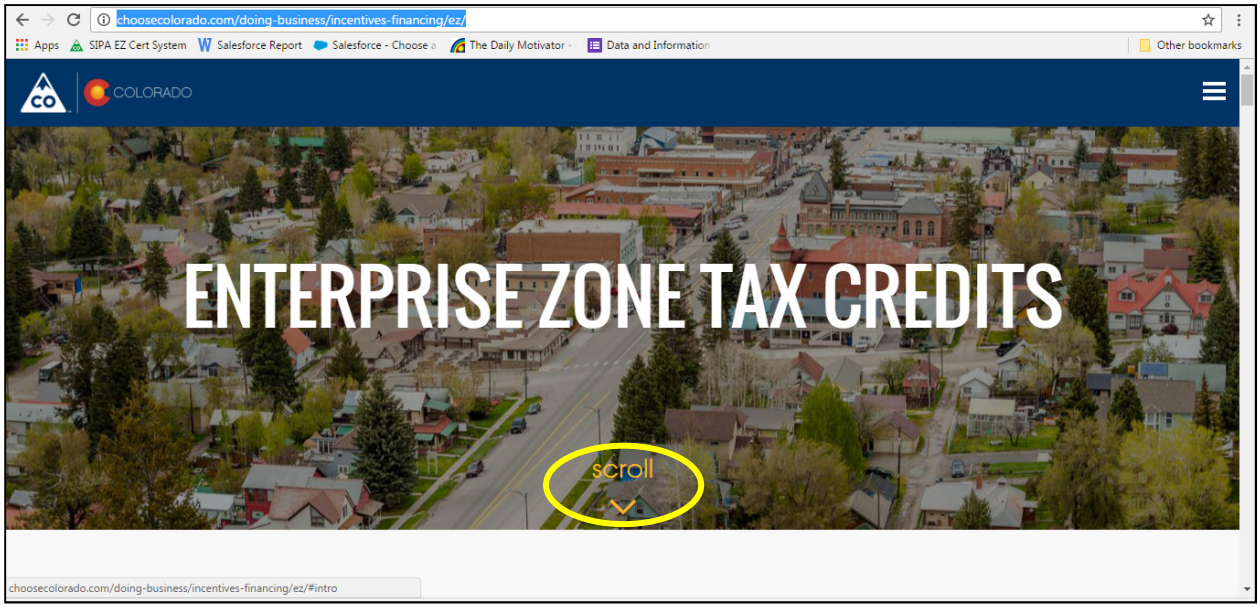
Guide to Enterprise Zone Pre-Certification

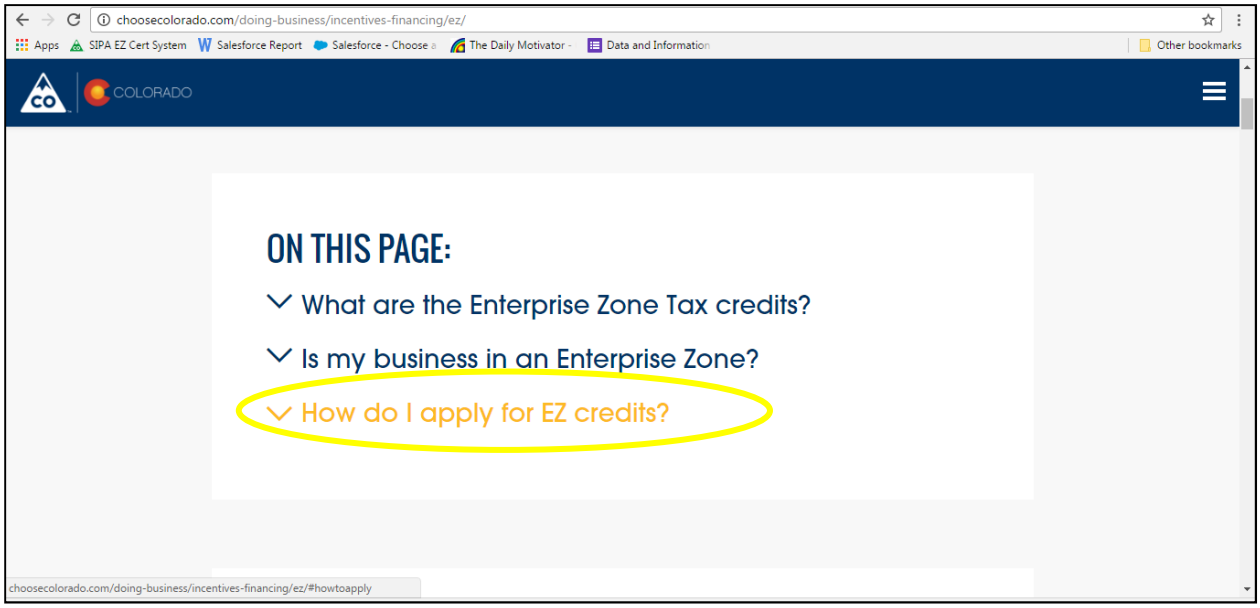
This user guide provides web screen shots to reach the application portal from OEDIT's website, navigate the application portal, and complete an Enterprise Zone Pre-Certification application.

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.

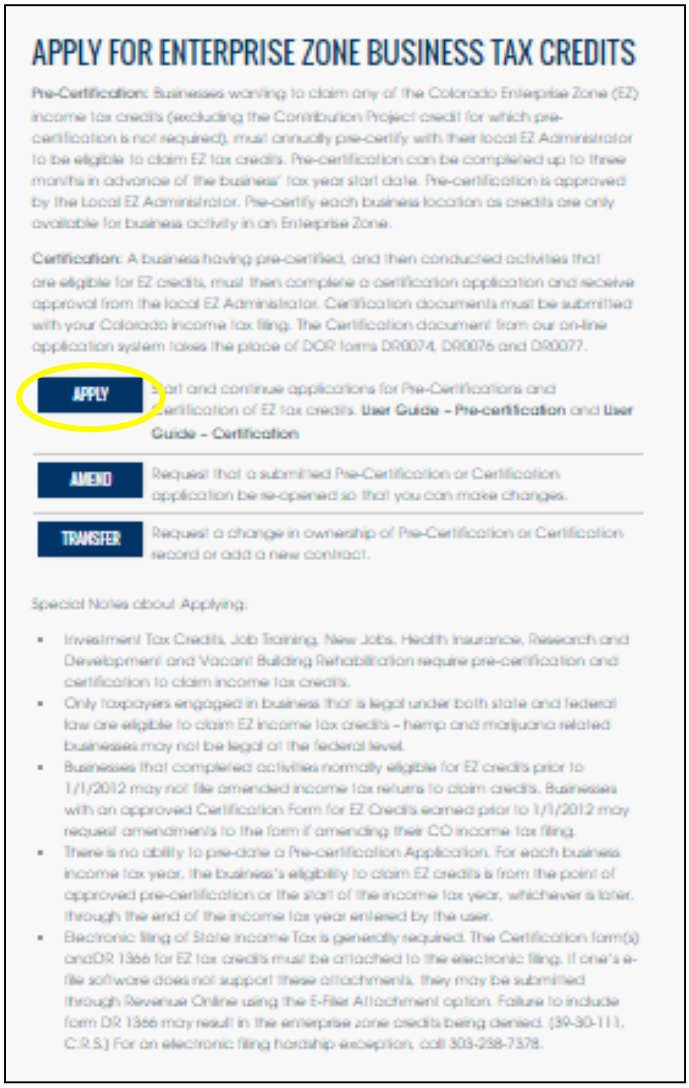
“Amend” brings up a form where you can request to re-open your application to make changes.

“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.

Pre-Certification is not required to claim the Enterprise Zone Contribution Tax Credit, nor for the Manufacturing and Mining Sales & Use Tax Exemptions.



APPLY FOR ENTERPRISE ZONE BUSINESS TAX CREDITS

Pre-Certification: Businesses wanting to claim any of the Colorado Enterprise Zone (EZ) income tax credits (excluding the Contribution Project credit for which pre-certification is not required), must annually pre-certify with their local EZ Administrator to be eligible to claim EZ tax credits. Pre-certification can be completed up to three months in advance of the business' tax year start date. Pre-certification is approved by the Local EZ Administrator. Pre-certify each business location as credits are only available for business activity in an Enterprise Zone.

Certification: A business having pre-certified, and then conducted activities that are eligible for EZ credits, must then complete a certification application and receive approval from the local EZ Administrator. Certification documents must be submitted with your Colorado income tax filing. The Certification document from our on-line application system takes the place of DOR forms DR0074, DR0076 and DR0077.

APPLY — Start and continue applications for Pre-Certifications and Certification of EZ tax credits. **User Guide – Pre-certification** and **User Guide – Certification**

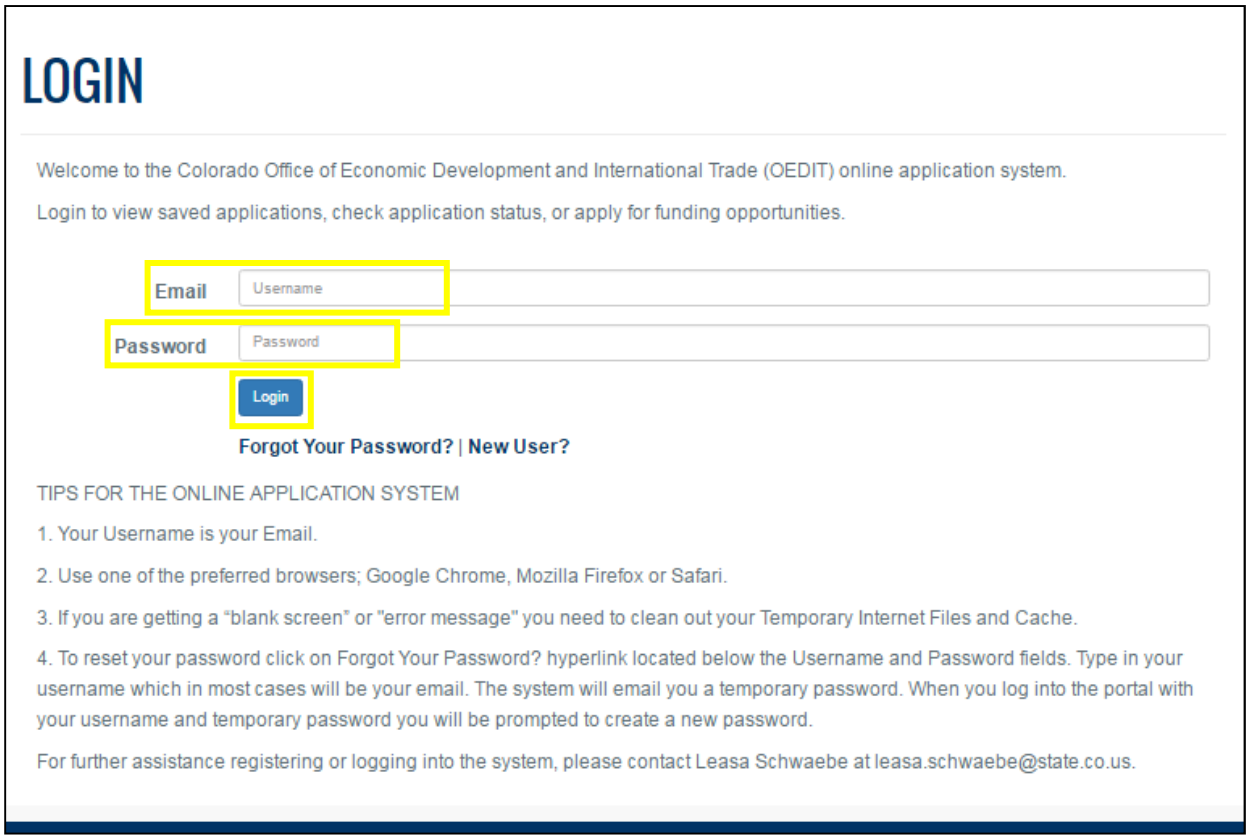
AMEND — Request that a submitted Pre-Certification or Certification application be re-opened so that you can make changes.

TRANSFER — Request a change in ownership of Pre-Certification or Certification record or add a new contract.

Special Notes about Applying:

- Investment Tax Credits, Job Training, New Jobs, Health Insurance, Research and Development and Vacant Building Rehabilitation require pre-certification and certification to claim income tax credits.
- Only taxpayers engaged in business that is legal under both state and federal law are eligible to claim EZ income tax credits – hemp and marijuana related businesses may not be legal at the federal level.
- Businesses that completed activities normally eligible for EZ credits prior to 1/1/2012 may not file amended income tax returns to claim credits. Businesses with an approved Certification Form for EZ Credits earned prior to 1/1/2012 may request amendments to the form if amending their CO income tax filing.
- There is no ability to pre-date a Pre-certification Application. For each business income tax year, the business's eligibility to claim EZ credits is from the point of approved pre-certification or the start of the income tax year, whichever is later, through the end of the income tax year entered by the user.
- Electronic filing of State income Tax is generally required. The Certification form(s) andDR 1366 for EZ tax credits must be attached to the electronic filing. If one's e-file software does not support these attachments, they may be submitted through Revenue Online using the E-Filer Attachment option. Failure to include form DR 1366 may result in the enterprise zone credits being denied. (39-30-111, C.R.S.) For an electronic filing hardship exception, call 303-238-7378.

Application Portal: https://oedit.secure.force.com/oedit/

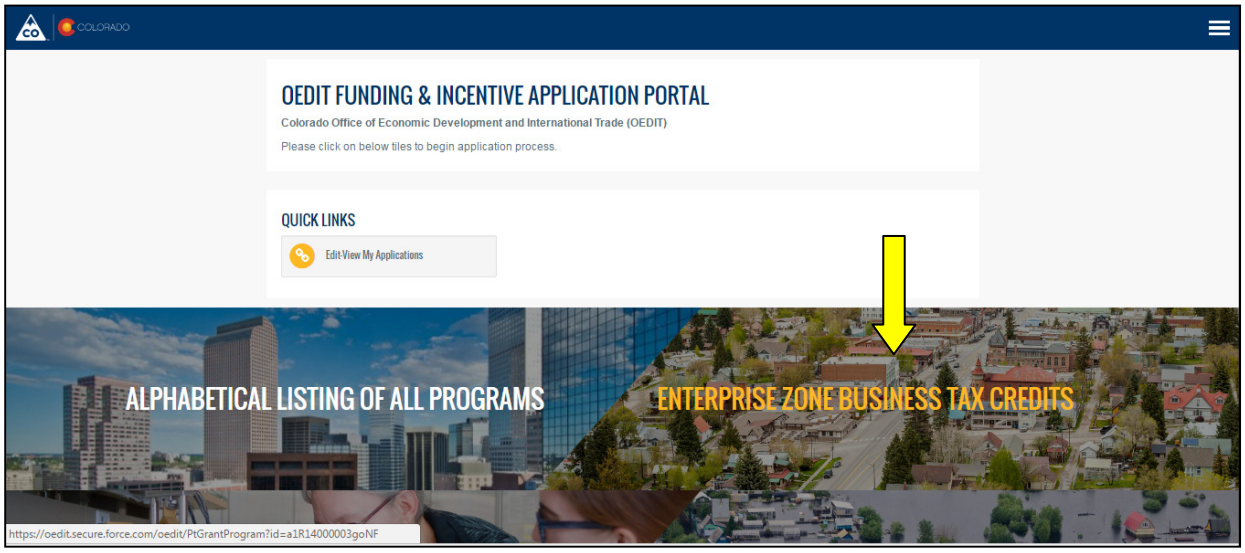


Review the "Tips for the Online Application System".

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.
Note the option to create a New User account if you don't already have one.

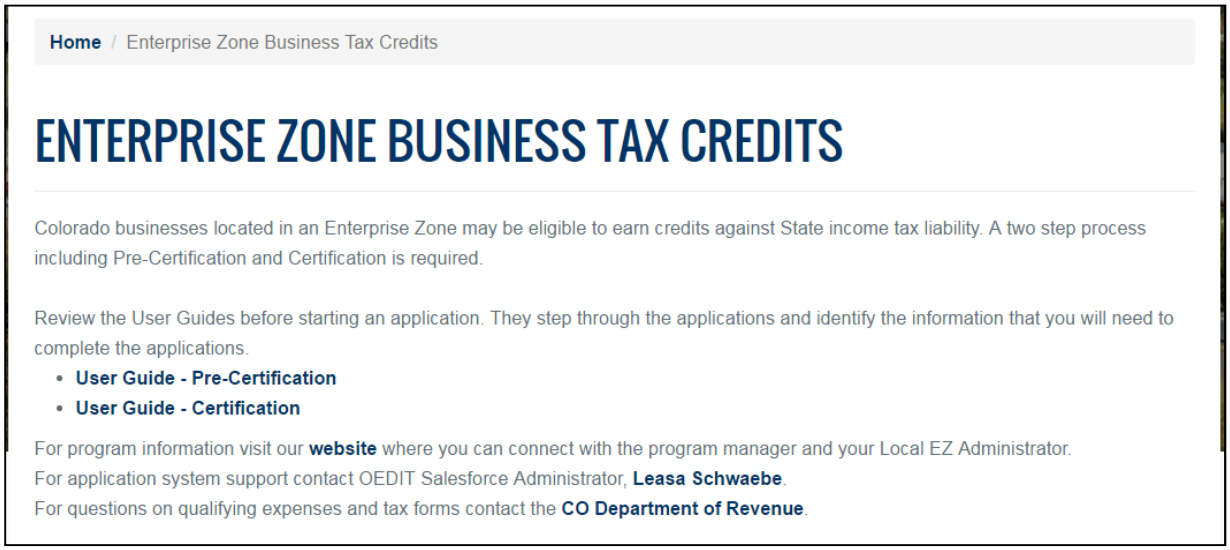
Click the "Login" button.

This page shows the various funding and incentive applications available. Look for "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, your Enterprise Zone application 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.



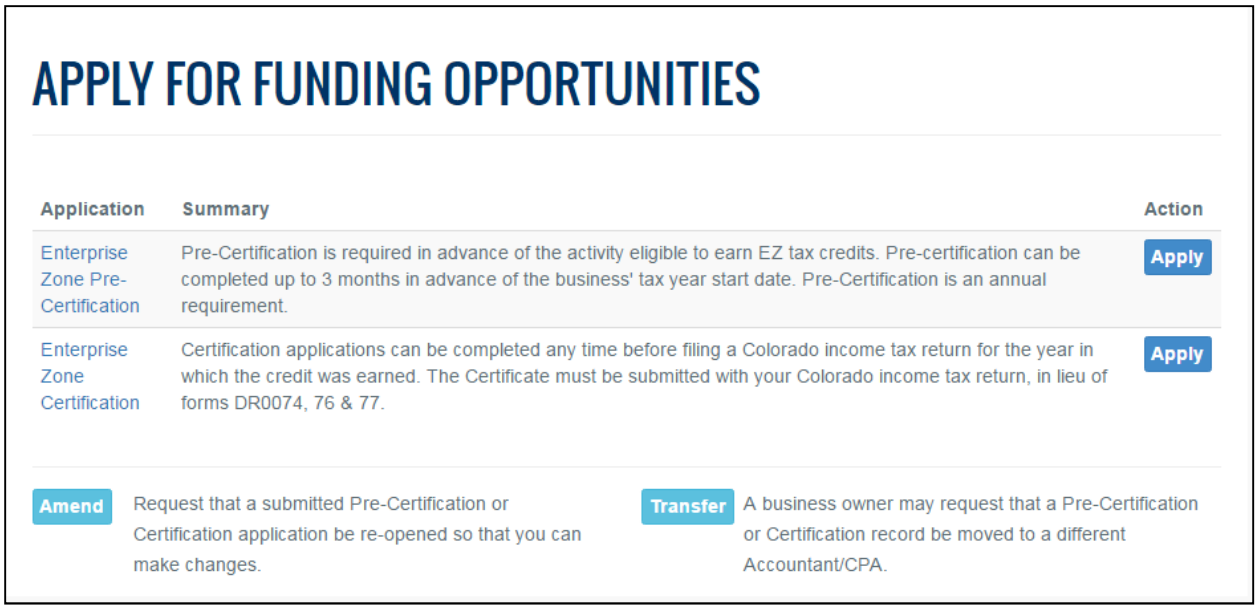
In the 2nd section, pictured below, you can access the Pre-Certification and Certification applications, as well as the forms "Amend" and "Transfer".

Pre-Certification. For each business location and each fiscal year, a new pre-certification application must be submitted in advance of the activity eligible to earn an EZ income tax credit.

Certification. In order to complete Certification, 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.

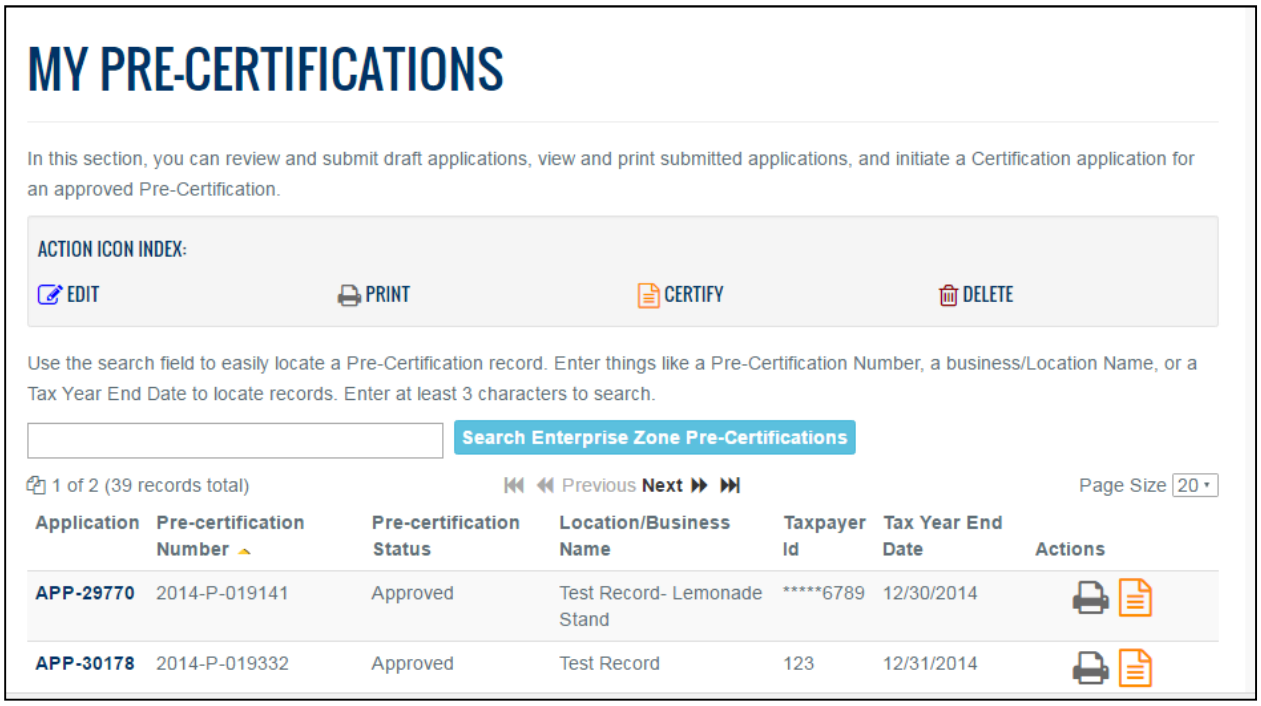
The "Amend" form sends a request to the Local EZ Administrator and Program Staff with details of your request. Generally, we do not allow for amendments to a pre-certification – the address and taxpayer ID set the taxpayer's eligibility. You might request an amendment to your Certification application to update entries like the qualified investment, or number of net new employees.

The "Transfer" form is used to request the transfer of a Pre-Certification record from one Account to another. For example, if the business completed the pre-certification form, and now they want an accounting firm to complete the certification for the business, a business representative may request that we move the Pre-Certification record from one Account to another.

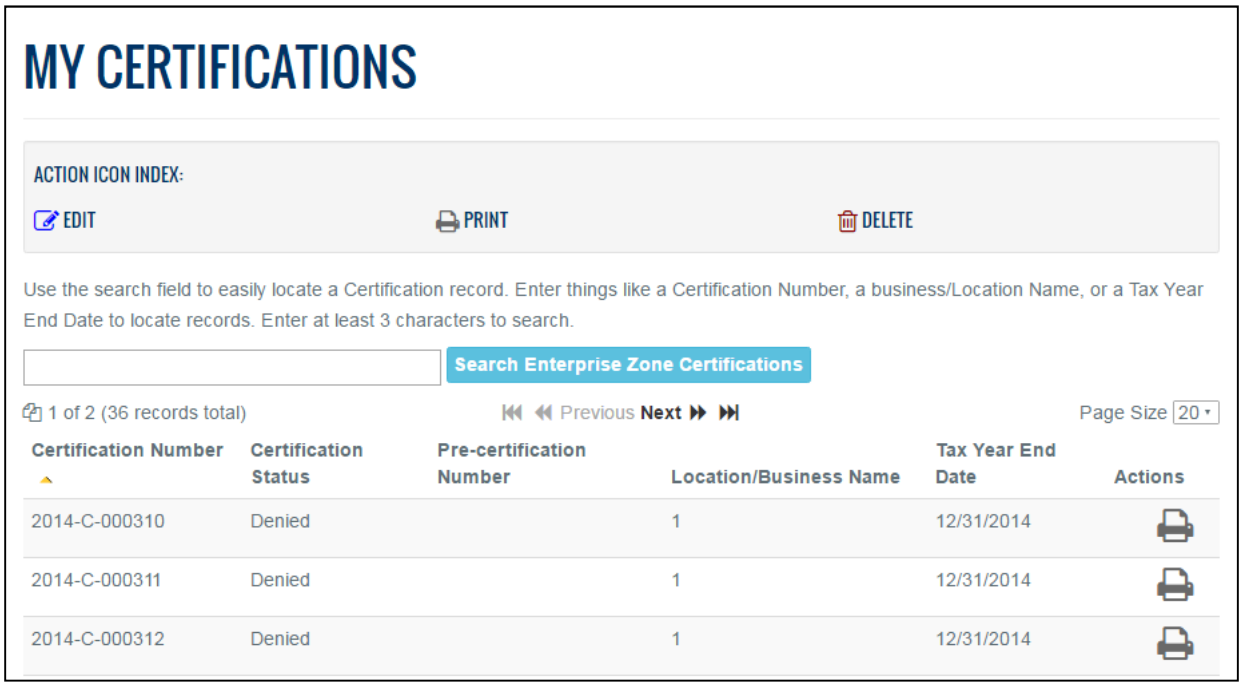


Guide to Enterprise Zone Pre-Certification

The 3rd section of the Enterprise Zone Business Tax Credit landing page shows Pre-Certification applications associated with the user's Account. This area will be unpopulated if no pre-certification applications have been initiated. The Action Icon index at the top of the section explains the actions that you can take for any given Pre-Certification application.



The 4th section shows Certification applications associated with the user's Account. This area will be unpopulated if no pre-certification applications have been initiated. The Action Icon index at the top of the section explains the actions that you can take for any given Certification application.



MY CERTIFICATIONS

ACTION ICON INDEX:

EDIT PRINT DELETE

Use the search field to easily locate a Certification record. Enter things like a Certification Number, a business/Location Name, or a Tax Year End Date to locate records. Enter at least 3 characters to search.

Search Enterprise Zone Certifications

1 of 2 (36 records total) Previous Next Page Size 20

Certification Number	Certification Status	Pre-certification Number	Location/Business Name	Tax Year End Date	Actions
2014-C-000310	Denied		1	12/31/2014	
2014-C-000311	Denied		1	12/31/2014	
2014-C-000312	Denied		1	12/31/2014	

The final section, pictured below, links back to the OEDIT website.

Return to Top

DOING BUSINESS
- Incentives & Financing
- Small Business
- Exporting
- Major Employers
- Demographics
- Workforce
- Foreign Direct Investment
- Diplomatic Relations
- Transportation & Infrastructure
- Property Search
- Regions
- Education
- Business Tools &

KEY INDUSTRIES
- Advanced Manufacturing
- Aerospace
- Bioscience
- Creative Industries
- Defense & Homeland Security
- Electronics
- Energy & Natural Resources
- Financial Services
- Food & Agriculture
- Health & Wellness
- Infrastructure Engineering
- Technology & Information

PROGRAMS & INITIATIVES
- byColorado
- Colorado Blueprint
- Film
- Innovation
- Minority Business Office

LIVING
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- Climate
- Cost of Living
- Health & Wellness
- Recreation
- Working Here

COLORADO PULSE
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- Blog
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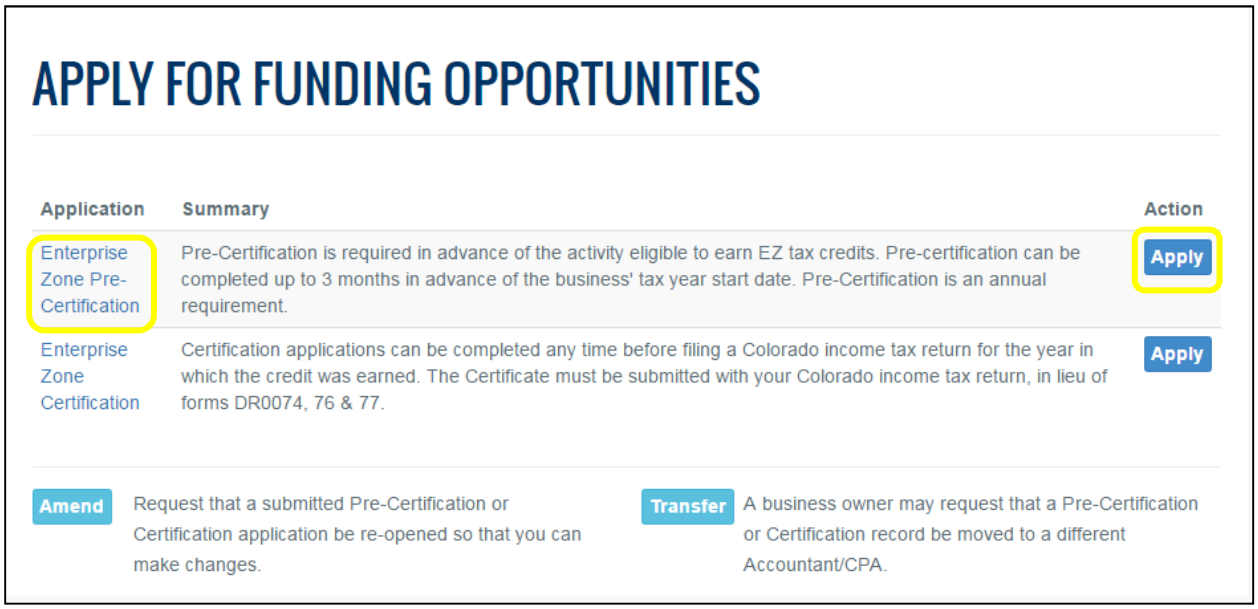
- Press Releases

ABOUT US

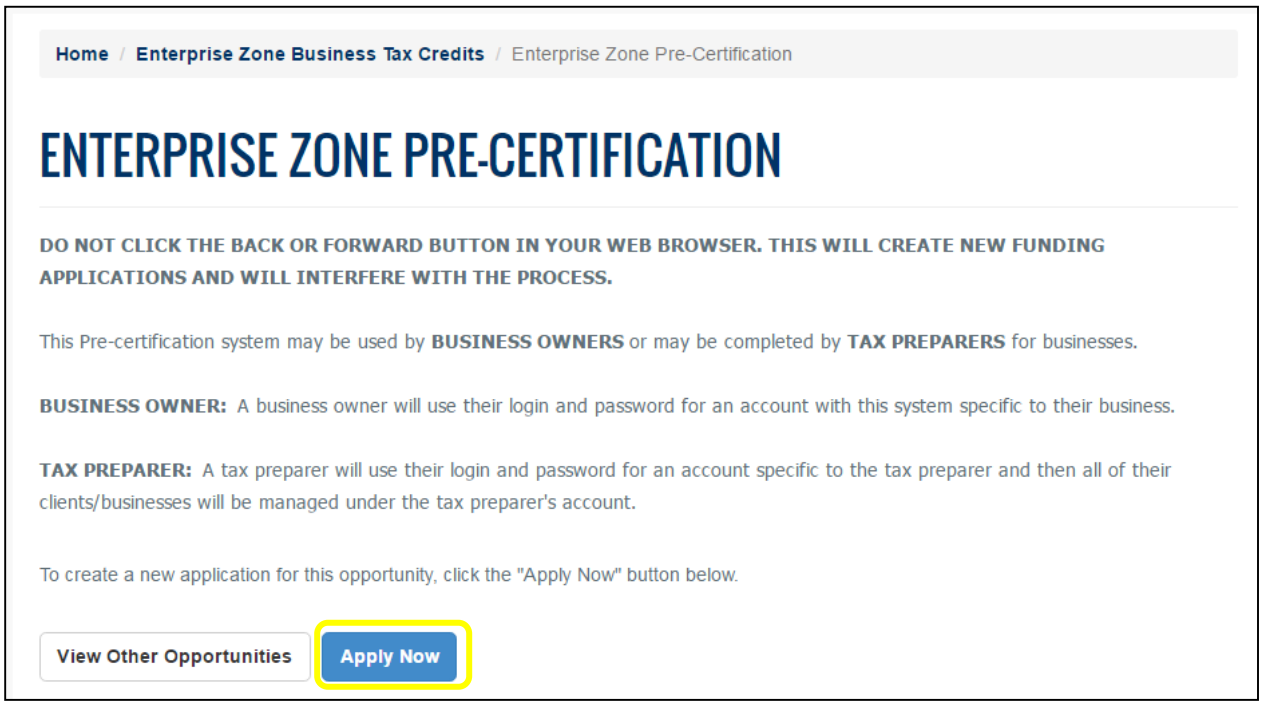
CONTACT US

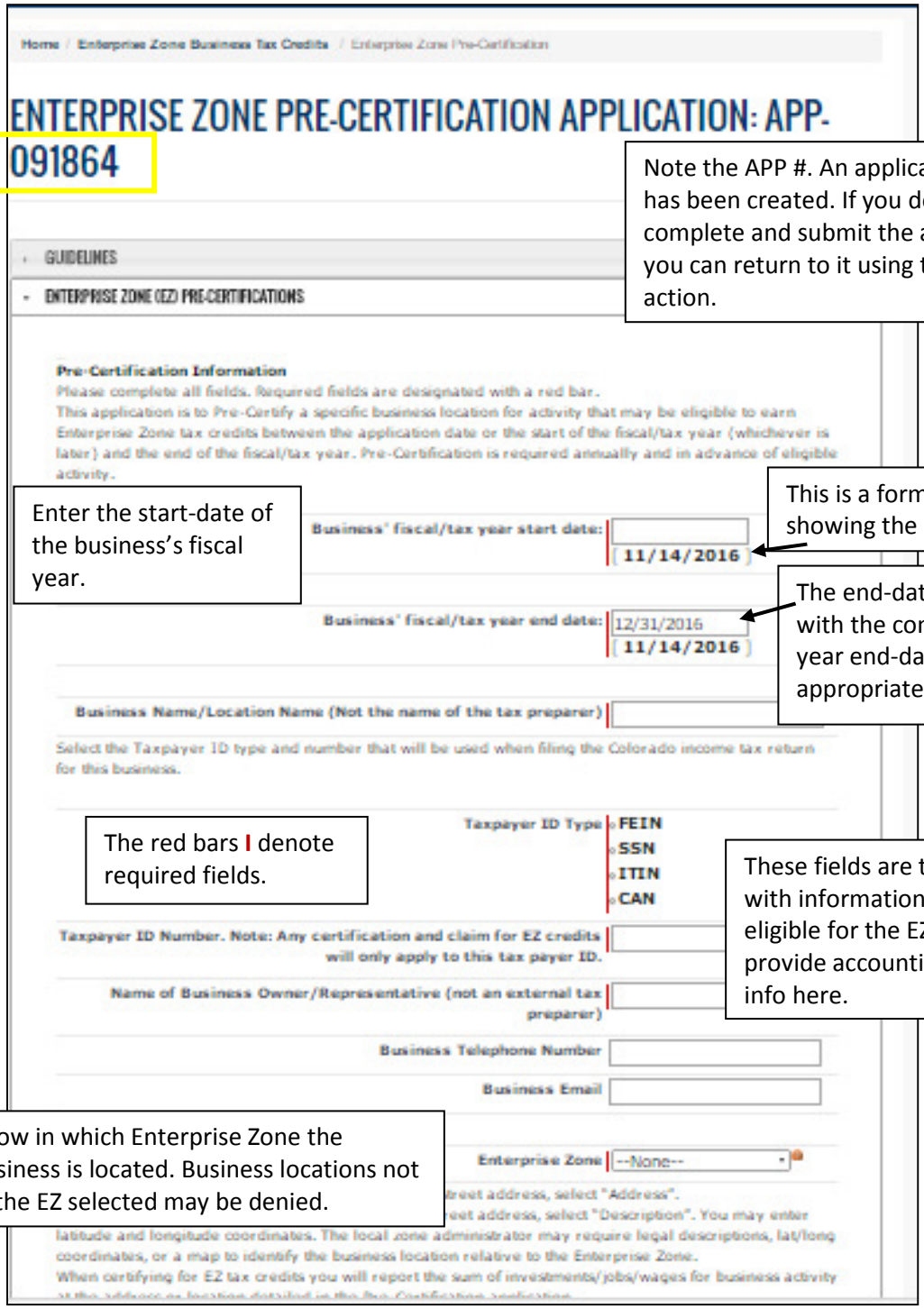
To start a new Pre-Certification application, scroll to the 2nd section of the Enterprise Zone Business Tax Credits application page and go to the row in the Application column that reads “Enterprise Zone Pre-Certification”. Click either the hyper link in the Application column or the “Apply” button in the Action column.



Applications may be completed by business owners/representatives or tax preparers and 2nd parties acting on behalf of a business.

Click “Apply Now” to begin the application.





Note the APP #. An application record has been created. If you do not complete and submit the application, you can return to it using the "edit" action.

Enter the start-date of the business's fiscal year.

This is a format guide showing the current date.

The end-date pre-populates with the coming calendar year end-date. Over-write if appropriate.

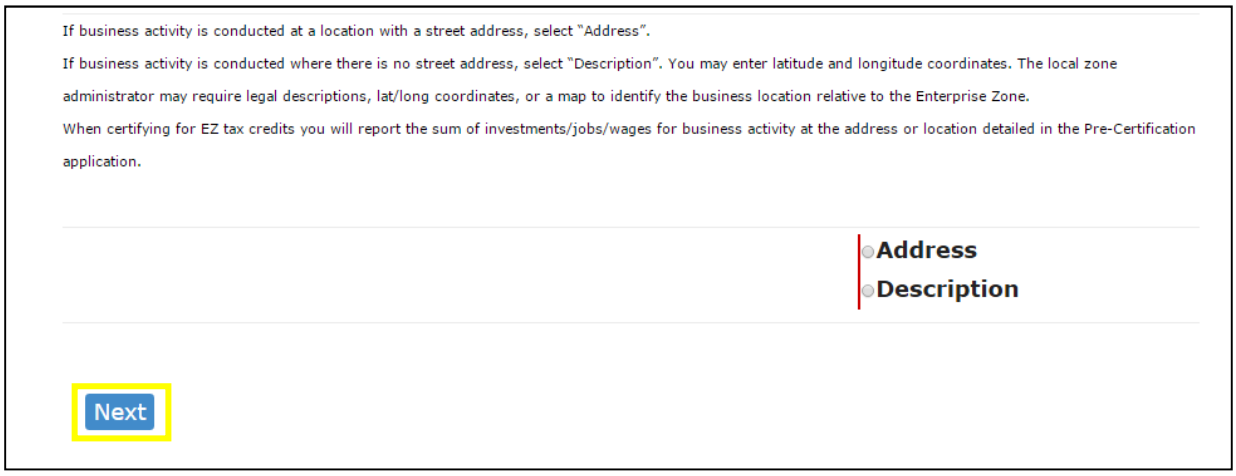
The red bars **I** denote required fields.

These fields are to be completed with information for the business eligible for the EZ credits. Do not provide accounting or 2nd party info here.

Know in which Enterprise Zone the business is located. Business locations not in the EZ selected may be denied.

At the bottom of the page select one radio button for the business location. If there is an official address associated with the business, select the "Address" radio button. The system will map the address to verify whether or not it is in the Enterprise Zone.

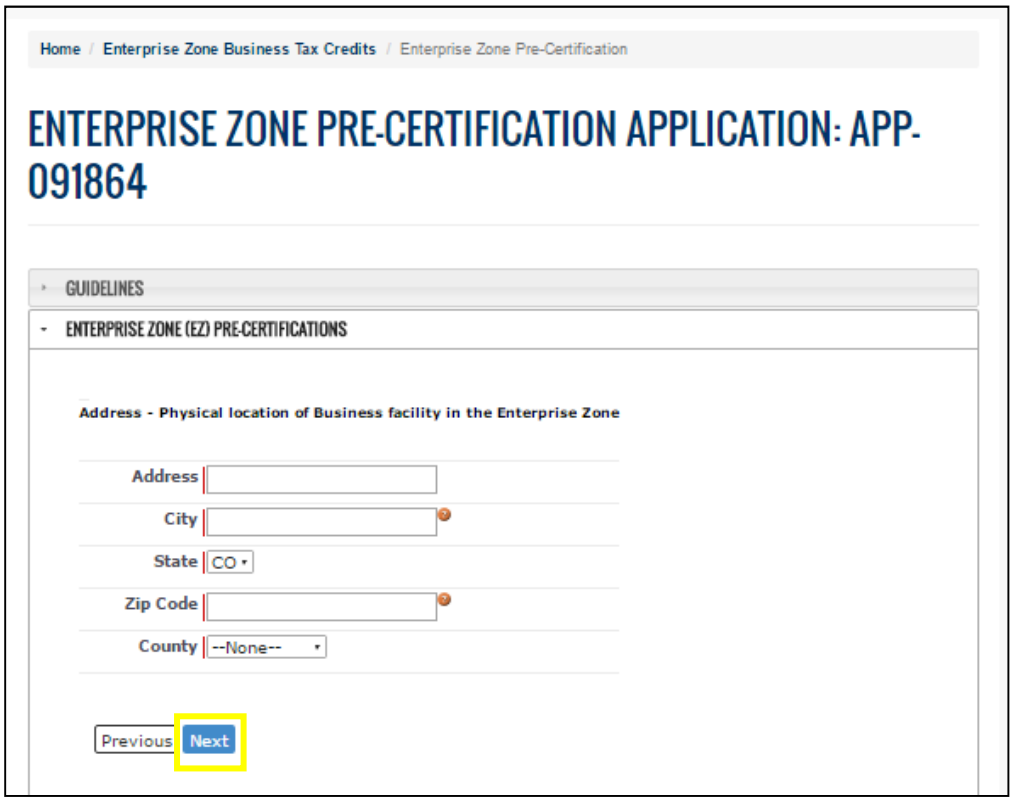
If the business location has no official address (it may be a plot, well sites, a rail line) then select the "Description" radio button. The Local Zone Administrator will review documents you submit, and may request additional information, to determine if the business activity is within the Enterprise Zone.

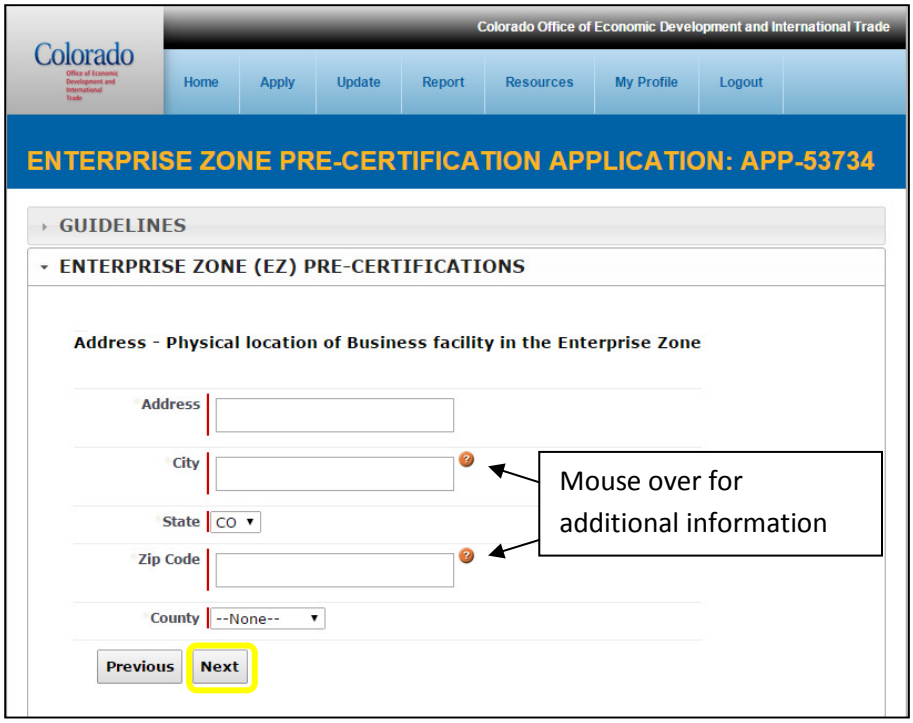


Note: Depending on your internet browser, you may land at various points on the next screen, which will require scrolling to the top of the page.

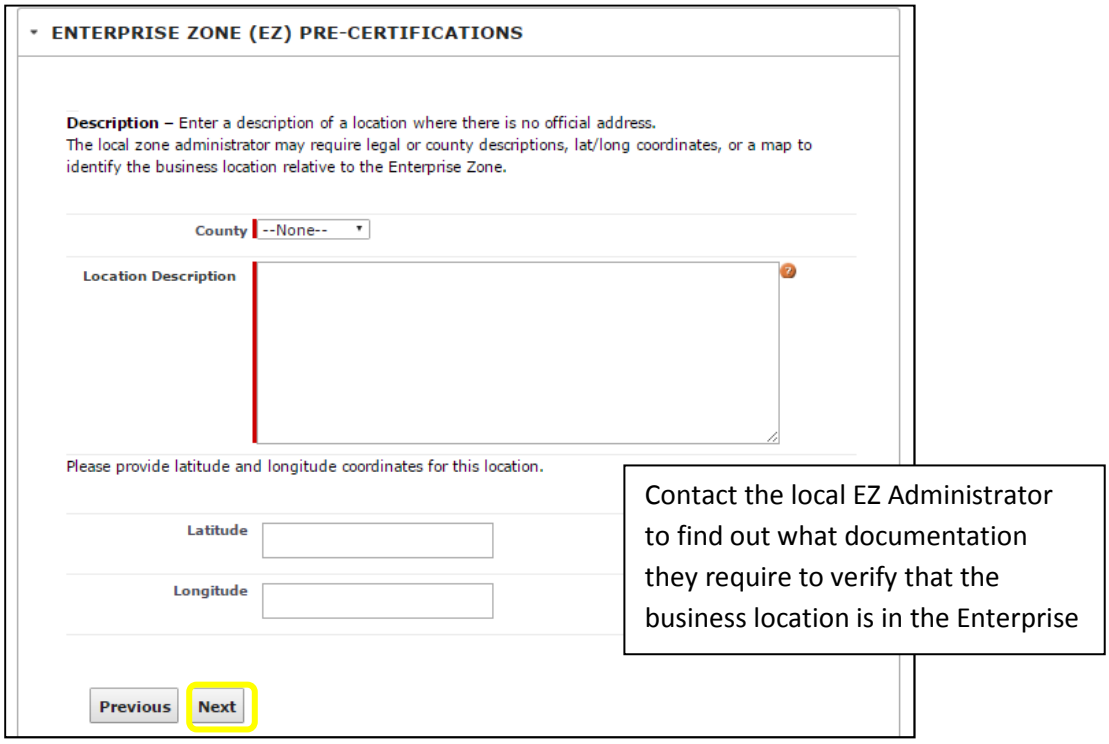
On the prior screen you had a choice to enter an Address or a Location Description

This screen below is the Address page. All fields are required.

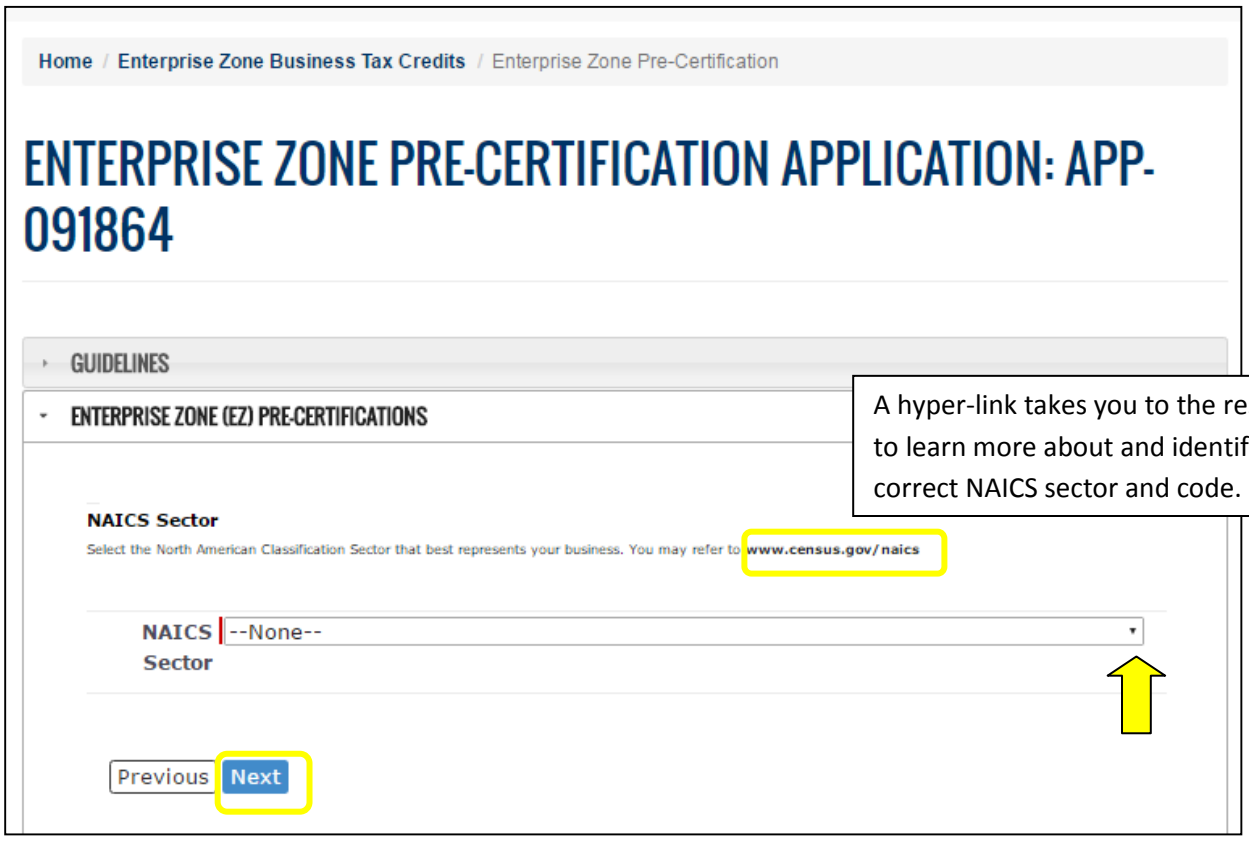




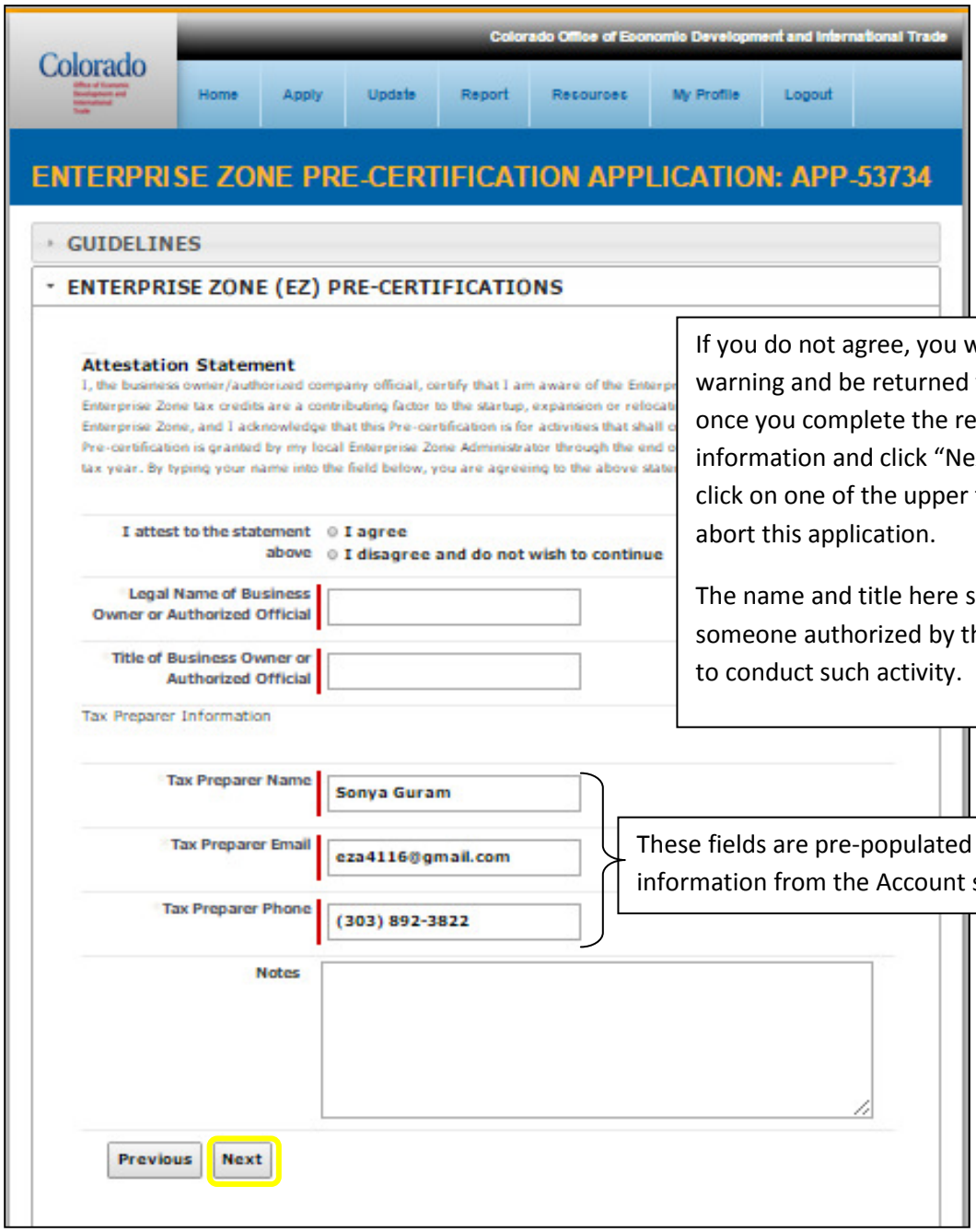
This is the Description page



From the drop-down menu, select the 2 digit North American Industrial Classification System code that best identifies the business activity conducted at this business location. Then, click “Next”.



The options for the 6 digit NAICS Code are limited by the 2 digit Sector selected in the prior screen. Select the Code that best describes the business activity at this location. Then, click “Next”.

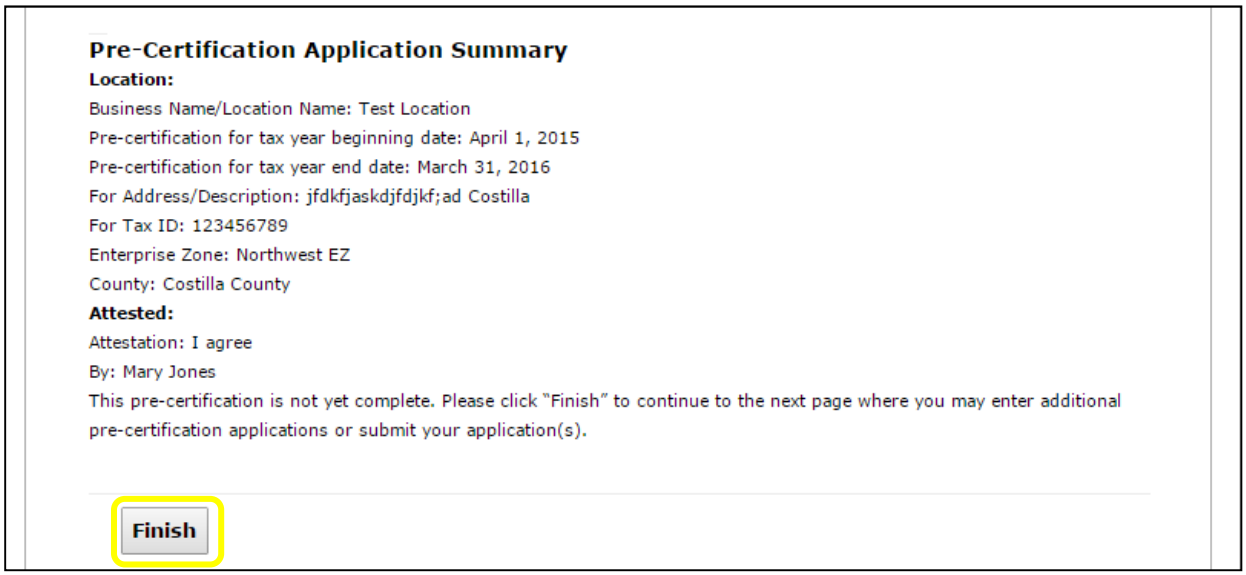


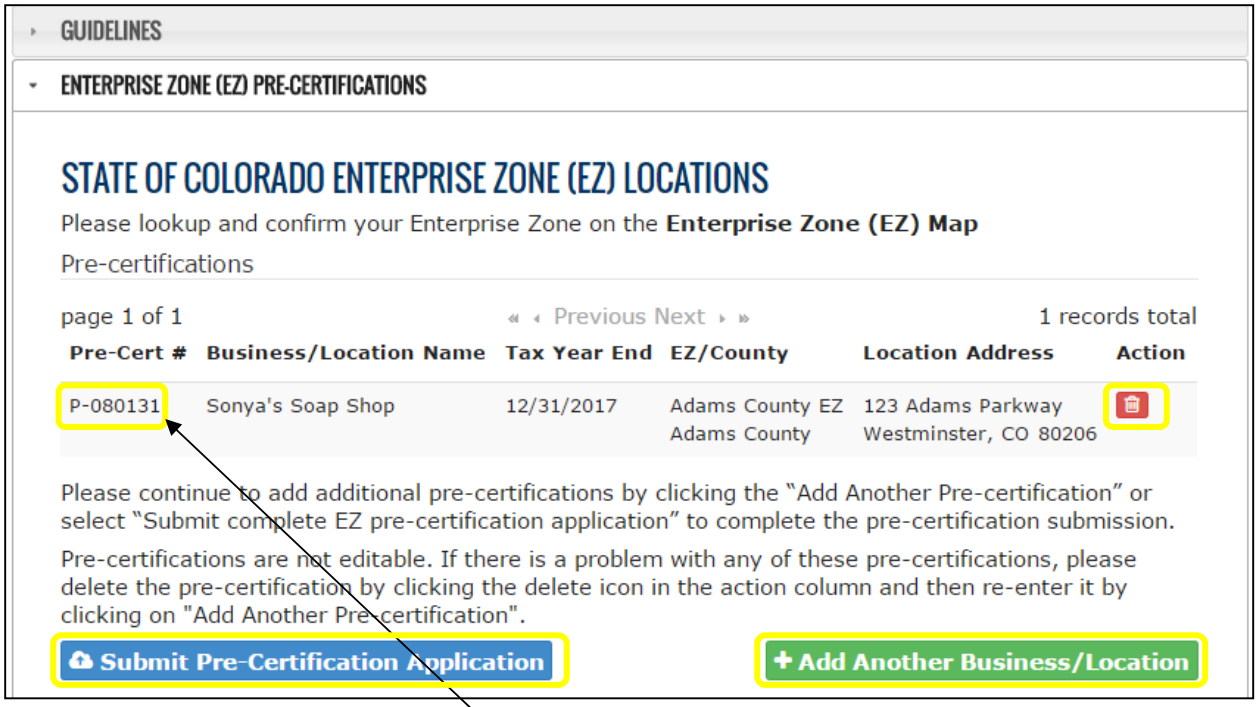
If you do not agree, you will get a warning and be returned to this page once you complete the remaining information and click "Next". You can click on one of the upper tabs to abort this application.

The name and title here should be of someone authorized by the business to conduct such activity.

These fields are pre-populated with information from the Account set-up.

This page provides a summary of the data you entered. Review it before clicking “Finish”. Once submitted the information cannot be altered. The record is for a specific business with a specific location, business tax year, and tax ID.



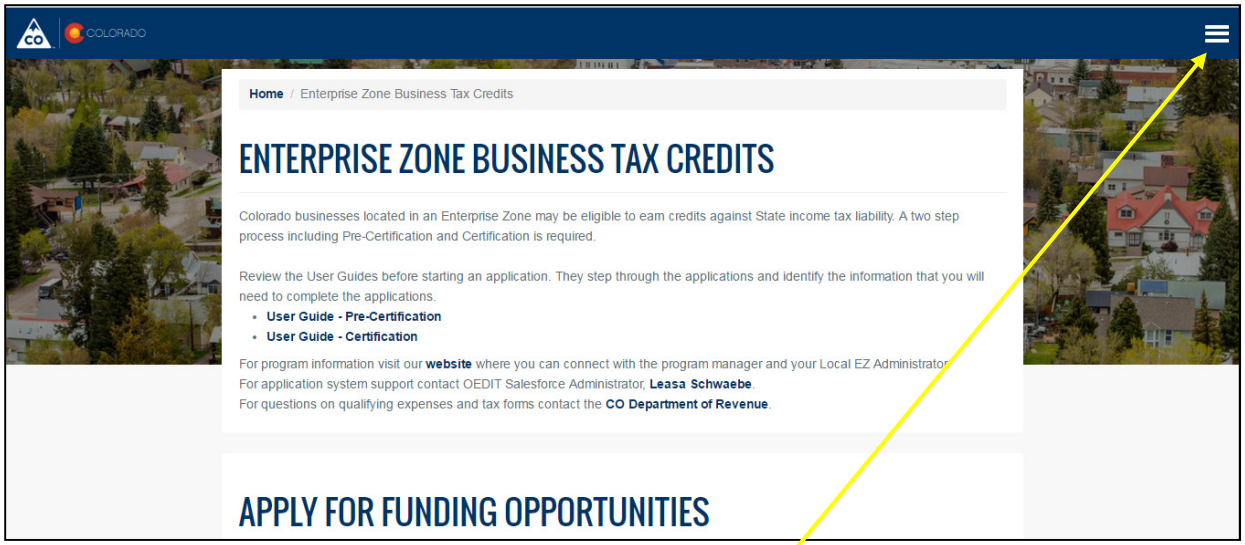


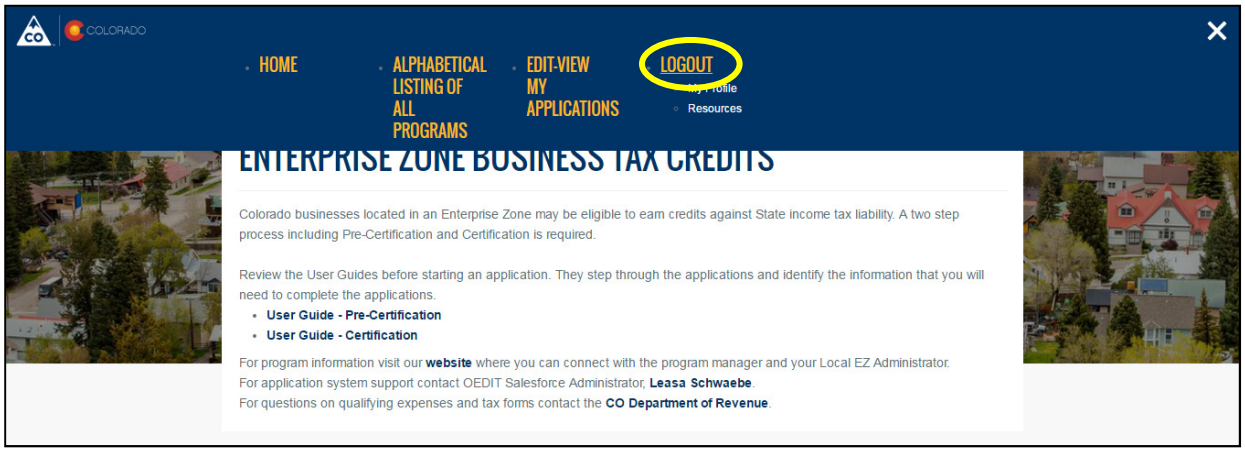
Notice the Pre-certification number (P-######). If you are not ready to submit the application, but want to return to it later, you can search for this Pre-certification in the "My Pre-Certificationons" section on the Enterprise Zone Business Tax Credits landing page.

Click "Add another…" to apply for additional business locations under the same APP. This allows the user to pre-certify another business starting with the details/screen on pg. 9 of this guide. This option is handy for accountants pre-certifying for multiple clients in one sitting.

Click the trashcan icon in the Action column if you made a mistake and do not want to submit the application. Click the "Submit…" option to complete the application. A verification window pops up where you can confirm that you want to submit the application.

Once you click "OK" you're returned to the EZ landing page.



If you are finished working in the application portal, click the hamburger…

And then click “Logout”.