

## ENTERPRISE ZONE RETRAINING PROGRAM 20\_\_ ANNUAL REPORT

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**Enterprise Zone Participating Company:**

Legal Name: \_\_\_\_\_

Name on EZone Retraining Application Agreement (Doing Business As): \_\_\_\_\_

Project Number TR: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

(Found on approved Training Plan)

SC Withholding Tax ID: \_\_\_\_\_

**Company Payroll Tax Manager\* Contact Information:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Company Training Manager Contact Information:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**EZone Retraining Credits Claimed by Company Claimed During 20\_\_ Reporting Period**

*\*Unless an amendment is needed; dollar amount should reflect credits claimed on EZA quarterly payroll tax returns during 20\_\_ reporting period*

Year	Quarter	Original Amount Claimed by Company	Final Amount Claimed by Company <i>(including amendments)</i>	Date Amended	Reason(s) for Amendment
20__	1	\$	\$		
20__	2	\$	\$		
20__	3	\$	\$		
20__	4	\$	\$		
<b>Total:</b>		<b>\$</b>	<b>\$</b>		

Total cost of eligible retraining courses: \_\_\_\_\_ (approved courses found on Training Plan)

Total number of eligible employees retrained: \_\_\_\_\_

In all material respects and to the best of our knowledge and belief, the information contained herein is accurate and complete, as indicated by our signature below.

**Payroll Tax Manager Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Payroll Tax Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Company Assertions Regarding Compliance - Enterprise Retraining Program

Period beginning **January 1, 20\_\_** and ending **December 31, 20\_\_**

Enterprise Project Number TR \_\_\_\_\_

I \_\_\_\_\_, an "Authorized Representative" of \_\_\_\_\_ the "Company", do hereby make the following assertions regarding Enterprise Project Number TR \_\_\_\_\_, the Company's participation in the Enterprise Zone program, its compliance with all relevant statutes and regulations, to include; Section 12-10-10 et. al. of the South Carolina Code of Laws 1976, as amended, and the Guidelines and Procedures of the State Board for Technical and Comprehensive Education (the "SBTCE"):

1. The Company is the entity that submitted the Retraining Application to the SBTCE. (**Alternatively**, the Company is a successor to the original business that entered into a Retraining Agreement with the SBTCE; the agreement has been assigned to the Company; the Company has assumed all obligations and responsibilities under the agreement.
2. The SBTCE has been advised of the change in ownership and the new and correct FEI and SC Withholding file numbers for the Company; and the SBTCE has consented to the change of ownership.)
3. The Company maintains a record-keeping system that achieves the reporting requirements of the program.
4. Throughout the audit period, the Company claimed Enterprise retraining credits only for eligible employee types: first line supervisors, production and technology intensive employees and technicians who maintain the productive equipment, who are full time and have been on the company payroll for a minimum of 2 years.
5. During the audit period, the Company claimed retraining credits only for eligible courses that were included and approved on our original plan, or added later as course additions, and only after receiving approval by both the designated local Technical College and the SBTCE.
6. **If** the Company claimed credits for retraining performed by in-house Company personnel, the Company requested and received approval for this in-house retraining from both the local Technical College and the SBTCE before any credits were claimed. Also, the Company has maintained files that document the in-house retraining, including course plans and approvals, course outlines, course training objectives, attendance rosters & sign-in sheets, and grades for participants.
7. During the audit period, the Company did not exceed the \$1000 per eligible employee, per year, maximum.
8. When combined with credits claimed during previous years of the Retraining Agreement, the Company did not exceed the cumulative \$5,000 per eligible employee, per 5 years, maximum.
9. During the audit period, the Company did not claim any more than \$1.00 of total retraining costs for every \$1.50 spent for retraining eligible employees, and can document all expenses.
10. The Company did not claim retraining credits for any positions covered by an Enterprise Zone preliminary or final Revitalization Agreement, and it did not "double dip" with respect to any employee or position.
11. The Company properly calculated total course cost as: a) the total cost paid to the designated local Technical College, b) the total cost paid to a third party for actual training delivery, training materials and/or facilities, or c) hourly gross wages, excluding fringe benefits, for company personnel performing training, plus training materials.
12. The Company did not include any, entertainment or other non-eligible items in the total cost calculation for any eligible course.
13. For in-house training performed by company personnel, the Company did **not** include any of the following: wages for trainees, or wages for administrative time spent updating employee records.
14. For in-house training, the Company properly calculated cost per participant as the proper total cost, divided by the **total number of people attending the course**, and **not** by the number of eligible people attending the course.
15. **If** the Company's retraining plan expired during the audit period, and a new plan was approved, no credits were claimed during any lapse between the end of the original plan (training plan begin date plus 5 years) and the start of the new plan. Combined, credits claimed under both plans did not exceed the annual and 5-year maximums.

X

Authorized Representative (Signature)

X

Date