



Long-Term Rural Enterprise Zone Facility Exemption
ORS 285C.400-285C.420

Worksheet for Annual Compliance

Completed annually throughout the 7- to 15-year property tax exemption on facility, once it is operational.

Save this file to your computer, open in Acrobat (not your browser); complete, save and submit as instructed.

Certified Business

Business Name, Mailing Address (Street/PO Box), Contact Person, Title, Local Certification Date (dd/mm/yyyy), Email, Phone Number, Fax Number

Rural Enterprise Zone Facility

Enterprise Zone Where Located, City Where Located, County Where Located

Facility Location (street address, lot number of site), Date Placed in Service (mm/yyyy)

Basic Description of Facility Operations

Cost of New Investment ... By End of Calendar Year When Placed in Service, ... Cumulatively, through Previous Calendar Year

Employment and Compensation

The number of full-time, year-round employees at the facility site in the previous calendar year-

Lowest level during the year: Total at end of year: Annual average during year:

Established base number of full-time, year round jobs at the facility site (prior to being placed in service):

Average annualized compensation of all employees at the facility site in previous calendar year:

Average annualized wages received by all employees at the facility site in previous calendar year:

Attached is corroborating information, such as copies of payroll lists or unemployment insurance forms.

Requesting that such corroborating data or materials are kept confidential due to their sensitive nature.

Declaration

I have examined this document and attachments to it. To the best of my knowledge, they are true, correct and complete in every material respect. If any information changes, I will notify the zone sponsor and submit proper written amendments. I understand that the facility will receive the exemption, only if my business firm satisfies requirements of ORS 285C.400 to 285C.420.

Signature

Date (dd/mm/yyyy)

Printed Name

Title of Authorized Company Representative

Submit this worksheet, as directed by local zone sponsor, to the local manager of the enterprise zone.

Instructions

Business Oregon makes this worksheet available to assist local zone sponsors and benefitting businesses in documenting satisfaction of hiring requirements for the long-term rural enterprise zone facility program. (It is inapplicable to any business authorized for the standard enterprise zone exemption of three- to five-years in length.)

The worksheet has been prepared pursuant to [OAR 123-690-5200\(4\)](#). The department neither warrants nor indemnifies against damages, financial or otherwise, arising from the use of this form by the aforementioned or other parties.

For further information and explanation in using this form, please feel free to contact:

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Following local approval by agreement with the zone sponsor and through city and county government resolutions, the local zone manager and county assessor need to have certified the business for the facility project by endorsing the business's certification application. See Department of Revenue form [150-310-073](#).

For this program, **placed in service** is primarily based on issuance of a standard permit of occupancy with respect to the facility's intended purpose or operations. See [OAR 150-285-3400](#).

Investment costs for purposes of this worksheet include, since the certification application:

- All expenses for construction, reconstruction, modification or installation of facility property, including but not limited to materials, labor, engineering, site development, etc.
- Purchase price/capitalized cost of property, such as newly installed machinery and equipment, or its fair market value if leased or already in the business's possession and moved to the site.

(Excluded here are financial, management and other such expenses. Though not subject to exemption, the value of land and pre-existing improvements at the facility site do count toward satisfying the statutory minimum cost of investment if not previously owned or leased by the certified business.)

Employees are persons, whom the certified business, an affiliated company or a third party fully charged with general facility operations, either:

- employs directly for withholdings purposes, or
- directs their work on a daily basis and has significant control over personnel decisions.

Recent vacancies that are actively being filled may be counted. Excluded for these purposes are workers who are employed with and assigned at the discretion of an independent vendor or contractor, even if regularly engaged at the facility.

Job numbers include only those employees, who work more than 32 hours per week (on average) in established, year-round positions (as opposed to averaging hours of work, such as full-time equivalency). With this program, jobs at the facility site are exclusive of other employees in the enterprise zone. Employees related to the transfer of operations to the facility site from somewhere else in Oregon are to be reflected in the base number of (preexisting) facility-site jobs, which may exclude certain employees under special arrangements.

Base employment is the total number of full-time jobs 12 months before the facility is placed in service, unless the written agreement with the zone sponsor alternatively stipulates it as the annual average figure:

- at the time of the application for certification,
- when the business was certified, or
- a year before the facility is placed in service.

Compensation of employees consists of total calendar-year remuneration, in the form of wages, salary, bonuses, commissions, shift differential, overtime pay, profit-sharing, paid vacation, and fringe or financial benefits (whether taxable or not), such as life insurance, medical coverage or retirement plans. Do not include free meals, club membership, workplace amenities; gratuities or tips, or any payroll-based tax or cost mandated by federal, state or local law (e.g., FICA, worker's compensation, unemployment insurance). "Wages" are only the taxable income received by employees.

In contrast to the above job numbers and the standard enterprise zone program, compensation and wages are calculated here irrespective of the position's pre-existing status, yearly permanence or hours worked per week. For any part-year or part-time job, annualize the actual compensation or wage described above based on 1,820 hours of work per calendar year. Finally, compute total employee compensation or wages and divide that total by **all** facility site employees or positions, to arrive at the requisite average annual figure.