

## Hagerstown-Washington County, Maryland Enterprise Zone Program

### Qualification Checklist

*(Do not send in - Keep for your reference)*

#### Before Submitting Applications:

- Determine that the business property is in a Zone (Economic Development Commission can help.)
  - City of Hagerstown/Washington County Enterprise Zone
  - Hagerstown Regional Airport Enterprise Zone
  - Hancock Enterprise Zone
  
- Meet minimum eligibility criteria for Jobs or Capital Investment
- In the Central Business District of the City of Hagerstown/Washington County Enterprise Zone, the Hagerstown Regional Airport Enterprise Zone, or the Hancock Enterprise Zone minimum requirements are:
  - 1 new job created or
  - \$5,000 construction or rehabilitation
  
- Outside of the Central Business District of the City of Hagerstown/Washington County Enterprise Zone minimum requirements are:
  - 5 new jobs created or
  - \$50,000 construction or rehabilitation

#### Applications:

- Submit a Qualification form (located in the back of this packet) to the Economic Development Commission.
  - Property Tax Credits: submit Qualification form before completing the project
  - Income Tax Credits: submit Qualification form after hiring new employee(s)
  
- Income Tax Credits ONLY: (in addition to the Qualification form): Submit "New Jobs Created" form to the Economic Development Commission. The list should include employees meeting these requirements:
  - Newly created jobs (not replacement hires) since locating/expanding in the Enterprise Zone
  - Full time employment (35 hours or more per week)
  - Employed with the business at least six (6) months
  - Work in the Enterprise Zone or doing activities directly related to the Enterprise Zone

#### After Submitting Application(s):

- Income Tax Credits ONLY: Local Job Service Office (Maryland Department of Labor, Licensing and Regulation) contacts business applicant to review list of employees and determine individual eligibility as "disadvantaged" or "non-disadvantaged."
  
- The Economic Development Commission sends an approval letter or an explanation for not approving to the applying business. (The Commission submits copies of the approval letter to the appropriate local and state agencies.)
  
- Property Tax Credit ONLY: Property tax credits will automatically appear on Washington County and Town of Hancock tax bills in July. The City of Hagerstown issues a credit voucher to be submitted with the property tax payment. (Credits will not appear on half-year tax bills in January. Please pay any half-year taxes owed.)

\_\_\_\_\_ Income Tax Credits ONLY: Credits should be claimed using Maryland Tax Form 500Z and a copy of the approval letter from the Economic Development Commission.

\_\_\_\_\_ \$1,000 per “non-disadvantaged” employee for the first year after hired

\_\_\_\_\_ \$3,000 per “disadvantaged” employee (as identified by the Job Service) for year after hired

\_\_\_\_\_ \$2,000 per “disadvantaged” employee second year after remaining employed or being replaced ONLY by another approved “disadvantaged” employee (per Job Service)

\_\_\_\_\_ \$1,000 per “disadvantaged” employee third year after remaining employed or being replaced ONLY by another approved “disadvantaged” employee (per Job Service).

NOTE: After initial approval as a business in an Enterprise Zone, the company does not need to reapply for additional job credits. Contact Job Service to identify any “disadvantaged” employees, then claim credits.

**Additional Information to Help You Through the Process:**

\_\_\_\_\_ Contact the Hagerstown-Washington County Economic Development Commission:

Ph: 240-313-2280

Fx: 240-313-2281

Email: [shoover@hagerstowndc.org](mailto:shoover@hagerstowndc.org)

## Hagerstown-Washington County, Maryland

### Enterprise Zone Program

#### Local Contacts:

##### *Administration of Zones:*

##### **Local Enterprise Zone information, application materials, maps**

All local Zones: *Sonja L.B. Hoover*, Hagerstown-Washington County EDC  
100 West Washington Street, Room 103, Hagerstown, MD 21740-4710  
Ph.: 240-313-2285      Fx.: 240-313-2281

Hancock only: *David D. Smith*, Town of Hancock  
126 West High Street, Hancock, MD 21750  
Ph.: 301-678-5622

##### *Job Service Office:*

##### **Hiring or classifying new employees as “disadvantaged”**

*Merlin Williams*, Maryland Department of Labor, Licensing and Regulation  
14 North Potomac Street, Hagerstown, MD 21740  
Ph.: 301-393-8200

##### *Property Assessment:*

##### **Details about local property assessment**

*W. Timothy O'Rourke*, Maryland Department of Assessments and Taxation  
3 Public Square, Hagerstown, MD 21740  
Ph.: 301-791-3050

##### *Tax Collection:*

##### **Information on property taxes and tax credits for local government**

County: *Todd Hershey*, Washington County Treasurer  
35 West Washington Street, Suite 102, Hagerstown, MD 21740  
Ph.: 240-313-2110

Hagerstown: *Diane Whittington*, City of Hagerstown Treasurer  
City Hall, 1 East Franklin Street, Hagerstown, MD 21740  
Ph.: 301-790-3200

Hancock: *David D. Smith*, Town of Hancock  
126 West High Street, Hancock, MD 21750  
Ph.: 301-678-5622

#### State of Maryland Contacts:

##### **Administration of Zones:**

##### ***General information about Enterprise Zones in Maryland***

*Stacy Kubofcik*, Maryland Department of Business & Economic Development  
217 East Redwood Street, 12<sup>th</sup> Floor, Baltimore, MD 21202  
Ph.: 410-767-4980

##### **Income Taxes:**

##### ***Details about income tax credits for jobs created in a Zone***

*James W. Fowler*, Office of the Comptroller of the Treasury  
Revenue Administration Division  
110 Carroll Street, Annapolis, MD 21411  
Ph.: 410-974-3022

##### **Property Assessment:**

##### ***Information about property assessment and related tax credits***

*Robert Young*, Maryland Department of Assessments and Taxation  
301 West Preston Street, 8<sup>th</sup> Floor, Baltimore, MD 21201-2305  
Ph.: 410-767-1191

## Request for Enterprise Zone Qualification

*For Application Processing Purposes, You Must Complete ALL Questions Below:*

Is the applicant:       New       Expanding       Relocating       Renovating  
Name of the Business (products/services) in the Enterprise Zone: \_\_\_\_\_  
North American Industry Classification System (NAICS) code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_  
Signature of Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name/Title of Person Completing Form: \_\_\_\_\_  
Please check appropriate Enterprise Zone below:

- City of Hagerstown/Washington County Enterprise Zone
- Hagerstown Regional Airport Enterprise Zone
- Hancock Enterprise Zone

### For Local Property Tax Credits Only (Construction or Rehabilitation of Buildings):

*Note: The Enterprise Zone Program requires a minimum of capital investment. Proof of expenditures for construction may be required.*

Address of Property in the Enterprise Zone: \_\_\_\_\_  
Name of Property Owner: \_\_\_\_\_  
Address of Property Owner (if different than above): \_\_\_\_\_  
Property Tax District Number (two digits): \_\_\_\_\_ Property Tax Account Number (six digits): \_\_\_\_\_  
Is this project:     New Construction       Rehabilitation  
Project Starting Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_  
\* Estimated Cost of Project:

Land Purchase	\$	_____
Building Purchase	\$	_____
Construction Cost	\$	_____
Rehabilitation Cost	\$	_____
Machinery & Equipment	\$	_____ (not eligible for credits)

### For State Income Tax Credits Only (New Jobs Created):

Note: The Enterprise Zone Program requires a minimum number of new jobs created. A list of new hires must be submitted to the EDC (for initial zone qualification) prior to claiming credits. "New jobs" for tax credit purposes are full time (35 hours or more per week), permanent positions (employed at least six months before claiming credit) which have not previously existed in Washington County, Maryland, before the business expanded or located in an Enterprise Zone.

Business Tax Year: From: \_\_\_\_\_ (month/day)      To: \_\_\_\_\_ (month/day)  
Number of Employees before locating or expanding in an Enterprise Zone:  
    Full Time (35 hours or more per week): \_\_\_\_\_      Part Time (less than 35 hours per week): \_\_\_\_\_  
Number of New Jobs created in the Enterprise Zone:  
    Nondisadvantaged (not JTPA eligible): \_\_\_\_\_      Disadvantaged (JTPA eligible): \_\_\_\_\_  
Projected Annual Payroll for these New Jobs:  
    Nondisadvantaged: \$ \_\_\_\_\_      Disadvantaged: \$ \_\_\_\_\_

### Please submit application to:

Hagerstown-Washington County Economic Development Commission  
100 West Washington Street, Room 103  
Hagerstown, MD 21740-4710

**For more information, please call: 240-313-2285**