

Urban Enterprise Zone Program

Certification Application Instructions

Before you get started—

The preferred method of submitting Urban Enterprise Zone (UEZ) forms is through the Online Business Certification System, accessible **only** through [New Jersey Premier Business Services](https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp) (PBS) (https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp). [Getting Started with PBS](#) registration instructions can be found on the UEZ website.

The instructions below apply mainly to the paper application, but the online application follows the exact same format. Some of the fields will be pre-populated in the online system, eliminating the need for you to enter information.

To qualify for the benefits of the UEZ Program, your business **MUST** be physically and permanently located at the **UEZ Business Location Address** on your Certification Application (questions 4 to 9), be registered with the New Jersey Division of Revenue, and be in tax compliance with the NJ Division of Taxation. Refer to the [Program Procedures](#) to fully understand the UEZ Program's requirements and benefits.

Follow these instructions carefully to expedite processing of your application for certification as a qualified UEZ business. Please type or print clearly if you are using the paper application. **Incomplete applications are subject to rejection.** After you submit the application, you will be notified of your approval status from the Urban Enterprise Zone Program and Division of Revenue. The Division of Revenue will send your tax-related materials directly to you.

DO NOT begin using any UEZ benefits until you have received your UEZ permits from the Division of Revenue.

Help

If you need assistance, contact the UEZ Help Desk at 877-913-6837.

Completing the Certification Application

I. Zone Business Information

1. N.J. Taxpayer ID#—

Enter the **12-digit New Jersey taxpayer identification number** of the business you are certifying. In most cases, it will be the same as the Federal Taxpayer ID#, plus three digits at the end. These three digits identify the location of the applying site. Sole proprietors who do not have a NJ Taxpayer ID may provide their SS# with a three digit suffix, as assigned by the Division of Revenue.

Your NJ taxpayer ID may be found on—

- The Certificate of Authority issued by the N.J. Division of Revenue at the time you register
- Your NJ 500 Income Tax Withholding Form
- Monthly and quarterly reporting forms (ST50, ST51 or UZ-50) for State sales tax

2. Legal Company Name—

Enter the corporate name of your business as it is registered with the N.J. Division of Revenue or the name(s) of the owner(s), if the business is a sole proprietorship or partnership.

3. Name at UEZ Location—

Enter the trade name used at the UEZ address, if different from the Legal Company Name.

4. to 9. UEZ Business Location Address—

Enter the **physical location** of the business (no PO Boxes), including the Block and Lot numbers (available on your tax bill or from your landlord's property tax bill).

NOTE: Unit # must be provided when the business is situated in a location with multiple units, e.g., mall, plaza, office building, etc.

10. to 14. Responsible Officer—

Enter the name of the person who is responsible for UEZ matters at this business (e.g., owner, president, fiscal officer, authorized representative). Include the salutation (Mr., Mrs., Ms.); full name; title; telephone number; fax number; and e-mail address of the Responsible Officer.

15. to 18. Mailing Address—

Enter the address that UEZ should use for all correspondence with the business. Check the “Same as Business Location” box if the mailing address is the same as the physical location address.

19. Nature of Business—

Enter a short description of the business activity that is conducted at the UEZ Business Location Address. Please be specific, especially if your business is real estate-related.

20. NAICS—

To use the Internet to find your North American Industrial Classification System (NAICS), go to <http://www.census.gov/epcd/www/naics.html>, or contact the UEZ Help Desk at 877-913-6837 for assistance.

21. SIC Code—

To use the Internet to find your Standard Industrial Classification (SIC), go to <http://www.osha.gov/pls/imis/sicsearch.html>, or contact the UEZ Help Desk at 877-913-6837 for assistance.

22. Business at this location established as a/an—

Select the term that best describes how your business was started (since **you** have owned it) at the UEZ location.

Definitions—

- **Expansion:** You expanded an existing business from any location, including within the zone (includes chain stores and branch offices).
- **Relocation:** You were an existing business that moved operations into the zone from another location.
- **New Business:** You are a brand new business that did not previously exist (includes franchises).
- **New Ownership:** You purchased an existing business or were required to re-apply into the program as a new business as a result of a change in your federal identification number.
- **Existing Business:** You have owned and operated this business at this location for at least a year before applying for UEZ Certification.

If you answered **Expansion** or **Relocation**, provide the city and state of the previous location, original location, or headquarters of the business (*if different* from the current location).

23. Is 51% of the Business owned by a Minority or Woman?

Check the Minority and/or Woman selection box(es). You may select BOTH, if appropriate. If your business is NOT owned and operated by a minority or woman, leave this section blank.

Definitions—

- A **minority-owned** business is a proprietorship, partnership, corporation or joint-venture that is 51% owned, operated and controlled by United States citizens who are members of the following racial groups: African American, Asian American, Hispanic American and Native American.
- A **woman-owned** business is a proprietorship, partnership, corporation or joint-venture that is 51% owned, operated and controlled by United States citizens that are female.

24. Business Type—

Indicate whether your business is a corporation, sole proprietorship, partnership, limited partnership, limited liability company, or joint venture. Additional information may be required for partnerships, limited partnerships,

limited liability companies and joint ventures (see below). You are not required to **submit** the additional information with your UEZ Certification Application, but it must be available for review if requested by UEZ.

Definitions—

- **Partnerships and Limited Partnerships:** the name, address and taxpayer identification number or social security number of at least one general partner on company letterhead - if the general partner is a corporation, the name, address and social security number of the principal officer
 - **Limited Liability Companies:** a copy of your Certificate of Formation and your filing of Certificate of Formation with the Secretary of State
 - **Joint Ventures:** a copy of your joint venture agreement
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II. Employee Data

25. Current Number of Employees—

Provide the number of **full-time** and **part-time** employees currently **working at this location** of your business. Full-time employees work at least 30 hours per week, and must report to the work location in the zone at least 51% of the year. Part-time employees must work a minimum of 15 hours per week. The employees must be employed directly by the participating business and may not be contracted or leased.

You may use the [Certification Employee Data Workbook](#) to determine the number of full-time and part-time employees. This form is provided as a tool to help you report your employee data. You may use another method of producing this information, such as a payroll system. You are not required to **submit** these documents with your UEZ Certification Application, but they must be available for review if requested by UEZ.

26. Total number of employees anticipated end of third year in UEZ Program—

Enter the number of full-time and part-time employees you **anticipate employing at the end of your third year** in the UEZ Program. Refer to the [Program Procedures](#) to fully understand the Program's employment requirements.

- Very small businesses with 0 to 5 full-time employees may not be required to hire any additional employees
- Small businesses with 6 to 10 full-time employees may be required to hire at least one qualified part-time employee
- Larger small businesses with 11 to 49 full-time employees may be required to hire one full-time or two part-time qualified employees to meet the 25 percent factor
- Businesses with 50 or more full-time employees may be required to hire one full-time employee to meet the 25 percent factor, or implement existing options as otherwise outlined in the statute

If you anticipate having difficulty meeting the UEZ Program's employment requirements, contact the UEZ Help Desk at 877-913-6837 for assistance.

You may use the [Certification Employee Data Workbook](#) to determine the number of full-time and part-time employees. This form is provided as a tool to help you report your employee data. You may use another method of producing this information, such as a payroll system. You are not required to **submit** these documents with your UEZ Certification Application, but they must be available for review if requested by UEZ.

III. Estimated Capital Investment Projections

27. Total Estimated Dollar Amount/Projected Investment—

Provide the **total dollar amount** of your anticipated capital investments in the UEZ business for the upcoming three year certification period. You may use the [Capital Investment Data Workbook](#) to determine your estimated dollar amount. This form is provided as a tool to help you report your capital investment data. You may use another method of producing this information, such as a business accounting system. You are not required to **submit** the worksheet with your UEZ Certification Application, but it must be available for review if required by UEZ.

Capital investments for the purpose of this Certification Application refer to the purchase of property that is depreciated over a term of years, for example, building additions and improvements, furniture, computers, motor vehicles, and machinery.

Capital investments do not include property expensed on an annual basis, for example, office supplies, paper products, machine parts with a life of less than one year, expendable items, etc.

IV. Reduced Tax Rate Eligibility

28. Do you want to participate in the reduced tax collection program?

Select either Yes or No. This indicates that you want to apply for reduced sales tax certification.

29. Do you primarily operate a catalog, mail, telephone, fax, or internet order business at your UEZ location?

Select either Yes or No.

30. Do you operate a retail store at your UEZ location where you regularly conduct retail sales of tangible personal property, exhibit such items for sale, and maintain an inventory of such items for sale?

Select either Yes or No.

V. Terms and Conditions

In order for your Certification Application to be processed, you must check each of the boxes to indicate that you consent to the release of your tax information (limited to the specific needs of the UEZ Program), certify to the accuracy of the information you entered, and that you will comply with the 25% Employment Factor. (Refer to the [Program Procedures](#) for an explanation of the 25% Employment Factor.)

Submitting the Application

If you are submitting a paper application, the Responsible Officer must print his/her name, sign, and date the form before sending it to UEZ. Make a copy for your records and mail the application to the address below.

Related Web Sites	Help!	Mailing Address
http://www.nj.gov/dca/affiliates/uez	UEZ Help Desk: 877-913-6837	NJ UEZ Program Department of Community Affairs PO Box 822 Trenton, NJ 08625
http://www.nj.gov/treasury/taxation	HelpDesk@dca.state.nj.us	
http://www.nj.gov/treasury/revenue	PBS Help: dorinfo@treas.state.nj.us	
http://nj.gov/njbusiness/	NJ Business Portal Help: 866-534-7789	