



STATE OF CALIFORNIA  
**Enterprise Zone Hiring and Tax Credit Voucher**

-      - _____ Code
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To be completed by the local zone in which the work site is located.  
 Employer must confirm right to work.

**Employee Information**

Employee Name (Last, First, Middle Initial)		Social Security Number
Home Address	City	Zip Code
Telephone Number	Alternate Telephone Number	
Date of Hire	Job Title	Starting Salary
<input type="checkbox"/> New Position <input type="checkbox"/> Existing Position <input type="checkbox"/> Date of Termination if no longer employed by the Applicant: _____		

**Zone Vouchering Agent Information**

Santa Clarita Enterprise Zone  
 23920 Valencia Blvd. Suite 210  
 Santa Clarita, CA 91355  
 Phone: (661) 286-4071

**Employer Information**

Employer Name	Federal Tax ID Number	
Address	City	Zip Code

**Notice of Approval of Hiring Tax Credit Voucher**

I hereby certify that the documentation identified below was submitted in application for this voucher and demonstrates that the employee meets the test of a qualified employee as provided in the Revenue and Taxation Code Sections 17053.74 or 23622.7.

**Criteria:** Check (✓) all eligibility criteria. Identify and attach verification documents for each criteria selected.

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> WIA Enrolled                | <input type="checkbox"/> Ex-Offender (exclude confidential info) | <input type="checkbox"/> SSI                | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Dislocated Worker           | <input type="checkbox"/> WOTC                                    | <input type="checkbox"/> AFDC               | <input type="checkbox"/> TEA Resident    |
| <input type="checkbox"/> Veteran                     | <input type="checkbox"/> Unemployed                              | <input type="checkbox"/> Food Stamps        |  |
| <input type="checkbox"/> State Voc Rehab Participant | <input type="checkbox"/> Retroactive voucher (JTPA enrolled)     | <input type="checkbox"/> General Assistance |  |

Documentation submitted: \_\_\_\_\_

**Notice of Denial of Hiring Tax Credit Voucher**

The voucher is denied for the following reason:

- Employee does not qualify as per Revenue and Taxation Code Sections 17053.74 or 23622.7.
- Documentation submitted for \_\_\_\_\_ criteria is inadequate per CCR, Title 10, Section 5632.
- Employer does not qualify for tax credit as provided in CCR, Title 10, Section 5632 (c)(1)-(2).
- Other (Specify) \_\_\_\_\_

**Certification by Vouchering Agent**

*I certify that all attached documents have been verified to substantiate the above named employee's eligibility.*

Signature of Vouchering Agent	Title
Name of Zone	Date

## Employer Information

This voucher certifies that a person meets the eligibility requirements for a qualified disadvantaged individual and is one of the supporting documents to substantiate a business' claim for a tax credit for hiring a qualified individual. This voucher is subject to audit and an employer should retain a copy for tax purposes. This voucher alone does not qualify an employer to claim the zone hiring credit. To qualify for the credit, the business must operate in a zone, this employee must spend 90 percent of his/her work time in the zone, and this employee must meet legal right-to-work requirements. It is the employer's responsibility to verify an employee's right to work in the United States.

## Instructions for Completing the Zone Hiring Credit Voucher

This page should be provided to the employee, the employer, or an agent of that employer. The eligibility sections may contain confidential documentation to be retained by the vouchering agency, and may be provided to the employer only by the employer's agent. This voucher may be completed **only** for individuals who, **at the time of hire**, were:

- Enrolled to receive services under the Job Training Partnership Act (JTPA) or Core B of its successor, the Workforce Investment Act (WIA);
- Participating in welfare-to-work activities under CalWORKS;
- Members of a targeted group under Targeted Jobs Tax Credit (TJTC) or its successor Work Opportunity Tax Credit (WOTC);
- Residents of the local Targeted Employment Area (TEA). This voucher may be completed **only** by the local zone in which the business is located or the zone's designated agent.

Local agencies should complete this voucher only when they have knowledge that the individual is employed by, or is a candidate for employment by, a specific firm located or doing business in a zone. Businesses should contact the local zone office for information on zone location or other questions related to this credit.

## General Information About the Tax Credit

Sections 17053.74 and 23622.7 of the California Revenue and Taxation Code provide for a credit against an employer's state income tax liability for meeting the following general conditions summarized below.

- Employer is doing business in a zone designated by the State under Section 7073 of the California Government Code.
- Employer hires an individual who meets the eligibility for the program and retains this voucher as documentation for the employer's tax return.
- Employee spends 90 percent of his/her work time in the zone.

The credit provided is 50% of wages paid in the first year the individual is employed in a zone, 40% in the second year, 30% in the third year, 20% in the fourth year, and 10% in the fifth year. The percentages apply only to those wages up to 150% of the minimum wage. For employees paid in excess of 150% of the minimum wage, the credit may still be taken, but only based on that portion of wages up to 150% of the minimum wage. The credit is taken on the employer's regular state income tax return.

***Special Information About the Long Beach Zone:** For aircraft manufacturing companies located within the Long Beach zone, the maximum credit is based upon 202% of the minimum wage for up to 1,350 qualified employees. The taxpayer must be engaged in aircraft manufacturing activities, as described in the Standard Industrial Code Manual, published by the United States Office of Management and Budget, 1987 edition, Codes 3721 to 3728, inclusive and Code 3812.*

## For Assistance

For tax questions or information on the application of the California Revenue and Taxation Code, see the Franchise Tax Board website at <http://www.ftb.ca.gov> or contact:

- Tax Auditors-Zone Specialists ----- 1-916-845-3464
- From within the United States, call----- 1-800-852-5711
- From outside the United States, call----- 1-916-854-6500
- For hearing impaired with TDD, call ----- 1-800-822-6268

For information on the location of zones in California and other incentives for employers located in zones, as well as street addresses within a zone, consult the Department of Housing and Community Development's web site at <http://www.hcd.ca.gov/ca/cdbg/ez/>.

# Application for Eligibility Determination

Companies located within a zone can receive a tax credit for hiring individuals meeting certain qualifications. If the applicant meets the following eligibility criteria or resides in the local Targeted Employment Area (TEA), he/she is a potential zone qualified individual.

Initial/Date Here If Voucher Issued  _____ / ____ / ____
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## Employee Information

_____ <i>Employee Name (Last, First, Middle Initial)</i>		_____ <i>Social Security Number</i>
_____ <i>Home Address</i>		_____ <i>City</i>
		_____ <i>Zip Code</i>
_____ <i>Telephone Number</i>		_____ <i>Alternate Telephone Number</i>
_____ <i>Date of Hire</i>		_____ <i>Job Title</i>
		_____ <i>Starting Salary</i>
U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No		Resident Alien: <input type="checkbox"/> Yes <input type="checkbox"/> No

## Public Assistance

Is this person receiving any form of public assistance?     Yes    No  
 Check the below box that applies. (This question is for tracking purposes only, not for eligibility.):  
 CalWORKS     TANF     GA     SDI     SSI     UA     Food Stamps     Other

## Eligibility Groups

Check any box that applies at time of hire.

<input type="checkbox"/> Retroactive vouching (JTPA enrolled)	<input type="checkbox"/> Welfare-to-work participant under CalWORKS
<input type="checkbox"/> Collecting unemployment benefits	<input type="checkbox"/> WIA enrolled
<input type="checkbox"/> Veteran	<input type="checkbox"/> Native American or member of a federally recognized Indian tribe
<input type="checkbox"/> Ex-offender	<input type="checkbox"/> Public assistance recipient (AFDC, GA, Food Stamps)
<input type="checkbox"/> Dislocated worker	<input type="checkbox"/> State voc rehab participant
<input type="checkbox"/> WOTC	<input type="checkbox"/> TEA resident

## Eligibility for WIA or Retroactive JTPA

Eligibility under **JTPA** prior to July 1, 2000 and **WIA Core B** subsequent to July 1, 2000 is determined by the local JTPA/WIA service provider. Documentation of this determination at the time of hire is required and sufficient. Eligibility under the \_\_\_\_\_ criteria requires documentation of economic disadvantage based on family income relative to family size within six months prior to the hire date. Income may not exceed the higher of either the poverty levels for the area as established in the Poverty Guidelines of the U.S. Department of Health and Human Services **OR** the 70 % of the Lower Living Standard Income Level (LLSIL) of the U. S. Department of Labor. To document \_\_\_\_\_, complete the income standard (Table 1) for your community and summarize the documented income and sources of family members (Table II).

**Table I: Poverty Levels/Lower Living Standard Income Level**

Family size	1	2	3	4	5
Income last 6 months not greater than					
Check box					

**Table II: Income Source**

Names of all family members residing at home	Relationship to employee	Age	Income	Source of income
1.				
2.				
3.				
4.				
5.				
6.				
7.				

