

## DOCUMENT DEFINITIONS

### The Application Form (2-pages)

This is your formal application to become a member of the Pleasantville Urban Enterprise Zone. You must complete all required fields and submit the original signed document. The Certification Instructions document included in this packet explains each field. **Don't leave anything blank.** If you have any questions, contact your enrollment specialist.

### Full-time Employee Data Sheet

This is a list of your current full-time employees. Make sure the information you provide here matches your answers on the Application Form. Full-time employees work more than 30 hours per week, 12 months per year and spend more than 51% of their working hours in the PUEZ.

### Part-time Employee Data Sheet

This is a list of your current part-time employees. If you do not have any part-time employees, you are still required to fill out and sign this form. Make sure the information you provide here matches your answers on the Application Form. Part-time employees work at least 15 hours per week a minimum of 16 weeks per year and earn at least \$1,000 per quarter.

### The UZ-1

This is an application for reduced sales tax collections which all businesses must complete. If you are a retail member of the Pleasantville Urban Enterprise Zone, you will be eligible to charge your customers at 50% of the state sales tax rate.

### The UZ-5-SB-A

This is an application for exemption from sales tax on purchases of goods and materials for use within the Pleasantville Urban Enterprise Zone, such as office supplies and other materials you need for your business.

### The UZ-4

This is an application for exemption from sales tax on purchases your contractor may make on your behalf for your Pleasantville, NJ business. For example, your contractor may use this exemption form to buy building materials needed for your remodeling project.

## OBLIGATIONS

### Increased Employment

You must hire one additional full-time employee in the first year and maintain this number of full-time employees throughout your program involvement.

### 25% Employment Factor

At least 25% of your new full-time hires must meet one or more of the following criteria:

- The employee is a resident of Pleasantville, NJ or any other UEZ City;
- The employee is a New Jersey resident who has been unemployed or a recipient of New Jersey Public Assistance six months prior to being hired; or
- The employee is economically disadvantaged according to the Federal Job Training Partnership Act (JTPA).

## CHECKLIST

**Before you submit your Application Packet, make sure you have everything!**

- Copy of your Business Registration Certificate stating your Pleasantville, NJ business address.
- Original signed Application Form.
- Original signed Full-time Employee Data sheet.
- Original signed Part-time Employee Data sheet. **(Required even if you have no part-time employees.)**
- Original signed UZ-1 Application.
- Original signed UZ-5-SB-A Application.
- Copy of Pleasantville, NJ business Lease or Deed.
- Letter stating you offered current employees a job at your new facilities. **(Relocating Businesses only.)**
- Company letterhead with the name, address and taxpayer identification number or social security number of at least one general partner and/or principal officer. **(Partnership or Limited Partnerships only.)**
- Copy of your Certificate of Formation and your filing of Certificate of Formation with the Secretary of State. **(LLCs only.)**
- Copy of your joint venture agreement, if applicable.
- Are all documents signed?

When you receive your approval letter, record your anniversary date here: