



2019 ENTERPRISE ZONE (EZ) ANNUAL REPORT LETTER:

This letter serves as notice that the 2019 Enterprise Zone (EZ) Annual Report is due to the Ohio Development Services Agency (Development).

The 2019 EZ Annual Report includes two separate reporting requirements:

1. A Zone Report to catalog the aggregate activity in the EZ. **This report must be completed every year, even for Enterprise Zones with no active exemptions;** and
2. Company Reports (Specific EZ Agreement/Project Status Reports) for active exemption agreements. If an EZ does not have any active commercial or industrial exemption agreements, completion of a Company Reports is not required.

Blank worksheets of the required sections of the EZ report can be located at http://development.ohio.gov/bs/bs_oezp.htm.

Each EZ created prior to January 1, 2020 and certified by Development must complete and submit an annual report form that covers all exemptions in the EZ through December 31, 2019.

Please Read the Following Before Beginning the Annual Report Process:

1. **Local Incentives Annual Report Entry:** The annual reports are available at <https://development.force.com/>
2. **Login/Password:** An account using **your email address** on file has already been created on Development's Agency Web Portal Login. You should use **last year's password** or select "**Reset your password**" by using your email address as a first step, you'll get an email with the link that will navigate you to change your password. **DO NOT CREATE A NEW ACCOUNT.**
2. **Method of Filing:** After logging in, the user is directed to the Agency Web Portal Login. Click "Local Incentives" to advance through the portal. Similar to previous years, all reports must be submitted electronically to Development. No paper or emailed copies of the Zone Report or Company Reports will be accepted. EZ Managers are encouraged to retain signed copies of the completed worksheets they receive back from business owners that are recipients of EZ agreements, but submission to Development is only to be done through the EZ Annual Reporting Module noted above.
3. **Order for Filing Reports:** Company Reports must be filed before you can access the Zone Report. This is due to the Zone Report requiring aggregated information from all of the Company Reports.
4. **Filing Deadline: The 2019 EZ Annual Report must be filed with Development by March 31, 2020.** Non-reporting subjects the local jurisdiction to a \$1,000 per month penalty. See ORC § 5709.68(B)(2).

For more information about the filing process, please refer to the Electronic Filing Instructions, which can be found on Development's EZ page.

Thank you for your assistance in completing the 2019 EZ Annual Report. Some information from the 2017 annual report filings have been compiled and can be found on Development's website at <http://development.ohio.gov/OTEISearch/ez/default.aspx>. To obtain information about a specific EZ agreement, select the appropriate county and scroll down to search for individual agreements. Selecting the hyperlink in the first column will download data for each agreement including last year's annual reporting numbers.

Please login and check the annual report page on the website to make sure every zone and agreement is listed. If there is any missing information, or if you have any questions or comments regarding the 2019 EZ Annual Report, please contact Daniel Strasser, Tax Incentives Analyst, at daniel.strasser@development.ohio.gov.

Thank you for your assistance in completing the 2019 EZ Annual Report.