



## Rural Area Application for B&O Tax Credit on New Employees

Application for tax credits must be made within 90 days after the actual hiring of qualified employment positions. A new application must be submitted after each group of four consecutive quarters that you project employment to increase over 15%. Positions hired after the end of four consecutive calendar quarters are not considered for this credit. Credit for a position may not be received under both this program and the International Services Job Credit Program. This application reflects legislative changes of House Bill 1566 effective January 1, 2008.

Business Identification			
Name of Business			
Address			Name of Contact Person (all correspondence will be directed to this person)
City	State	Zip Code	Telephone Number

Department of Revenue Tax Reporting Account Number	_ _ _ _ - _ _ _ - _ _ _ _
Department of Employment Security Identification Number	_ _ _ _ - _ _ _

Location of the Facility for Which Job Credits are Being Sought			
<i>Please complete one application for each separate facility that is expanding positions.</i>			
Check one:			
Rural County	<input type="checkbox"/>	County	
Community Empowerment Zone	<input type="checkbox"/>	Street Address	
		City	State
Does the applicant operate in other Washington locations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
			Zip Code

Business Activity to be Conducted at This Business Facility	
<i>If additional space is needed please attach additional pages.</i>	
<b>Describe your manufacturing activity:</b>	
<b>Describe your research and development activities, if applicable:</b>	
<b>Is the applicant engaged in the power and light business, other than in-house co-generation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

General Information	
Check one:	If this is to be a new facility, what is the estimated cost of the project?
Business is new	Cost of structure
Business is expanding	Cost of equipment
	Total

**Employment Information for this Facility**

1. Enter date of first hire: \_\_\_\_\_ *Application is due within 90 days of this date*
2. Enter Calendar Quarter for first hire date (e.g.: Q3/12): \_\_\_\_\_ **(Also enter on 7a below)**
3. Enter employment using total FTEs\* for the four consecutive quarters BEFORE first hire on lines 3a-3d below. (Calendar Quarter example: Q2/12, Q1/12...)

	Calendar Qtr	Total FTE's
3a	Q ___ / _____	_____
3b	Q ___ / _____	_____
3c	Q ___ / _____	_____
3d	Q ___ / _____	_____

**Example: First hire quarter - Q3/12**

	Calendar Qtr	Total FTEs
3a	Q 3 / 11	70
3b	Q 4 / 11	72
3c	Q 1 / 12	71
3d	Q 2 / 12	68
Add lines 3a - 3d		281
Divide line 4 by 4		70
Multiply by 1.15		80

4. Total all FTEs: Add lines 3a-3d \_\_\_\_\_
5. Average FTEs: Divide line 4 by 4 \_\_\_\_\_
6. 15% Target: Multiply line 5 by 1.15

7. Calendar Qtr: Enter the first hire quarter and the four consecutive quarters AFTER first hire on lines 7a-7e.  
 New FTE Positions: Enter the estimated number of new FTE positions by salary range.  
 Total FTEs: Enter the total number of existing plus new FTE positions.

**New FTE Positions**

	Calendar Qtr	Under 40K	Over 40K	Total FTE's
7a	Q ___ / _____	_____	_____	_____
7b	Q ___ / _____	_____	_____	_____
7c	Q ___ / _____	_____	_____	_____
7d	Q ___ / _____	_____	_____	_____
7e	Q ___ / _____	_____	_____	_____

Do not include 7a in the Line 8 Total FTE's

8. Total all FTEs: **Add Total FTEs from lines 7b-7e** \_\_\_\_\_
9. Average FTEs: Divide line 8 by 4   
 This number must be greater than the target number on line 6 to qualify for the credit.

\* Full Time Equivalent (FTE) positions: *Note: Fractional amounts are rounded down.*

Add the hours during a quarter for all part time employees who worked less than 455 hours. Divide this number by 455, and add to the total of full time employees. This is the number of FTE positions.

**Annual Report is required:**

Annual reports will be required for two years after application. The first annual report, due within 30 days of the end of the calendar quarter listed on 7e, will be used to check how many new positions have been hired and affirm that the 15% target has been achieved. The second annual report, due one year after the first report, will be used to confirm that the new positions have been retained. See the Annual Report form for additional information.

**Future Credits:**

You may apply for future credits in any quarter after Quarter 7e above, as long as each set of four consecutive quarters continues to have expansion that meets the 15% increase. A new application for each facility is required.

**Questions:**

Call (360) 902-7175 for assistance.

**Return application to:**

Taxpayer Account Administration  
 Special Credits & Assessments Team  
 PO Box 47476  
 Olympia, WA 98504-7476  
 Fax: (360) 586 0527

To inquire about the availability of this form in an alternate format for the visually impaired please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.