



How to apply for Economic Revitalization Zone Tax Credits

Hopkinton Application Package

~ Due February 10 ~
(each year for the prior calendar year)

Contents:

- 1) ERZ FAQ's for Businesses
- 2) Tax Credit Certification ~ Form ERZ-2
- 3) ERZ Tax Credit Designation Letter of Certification (required for application)
- 4) ERZ Property Maps

Questions? Need help completing your application?

Please contact *Economic Development Director, Anna Wells:*

Email: awells@hopkinton-nh.gov

Office: 603-746-8264



Economic Revitalization Zone Tax Credits FAQs

How do I qualify for a tax credit?

Create one or more new full time incremental job(s) and have capital investment in your business during a calendar year.

The capital investment is also referred to as a project and every project is unique. Typical projects or capital investment consist of new construction, renovation, expansion or new equipment.

If you have any questions on whether something is considered capital investment you can check with your accountant or call the tax incentive program manager listed below.

- The calendar year eligible will always be the most recent January-December time period. For example, if you are submitting in February 2021, all submitted materials should be for calendar year 2020.

What if my project happened over more than one year?

You could be eligible to apply for a credit more than one year. You need capital investment and new incremental jobs in any calendar year to qualify. Look to see if the project will allow you to align any new hired employees to match up with the capital investment in each year the project took place.

When must I submit my application?

All submissions **must be postmarked on or before February 10 each year, with no exceptions**. There are no retroactive credits for prior years.

What do I need to provide?

A completed application. Please fill out all three pages completely:

Section A: business information including the business EIN # and brief description of project. Invoices are required as verification of the project. A spreadsheet or documents summarizing total costs to correspond with project invoices is recommended.

Remember eligible invoices are only those dated within the calendar year being considered. Prior year invoices will not be eligible. The only exception is equipment that must be ordered in advance and not placed in service until it will be delivered within the eligible calendar year. Verification must be provided.

Section B: New full time job creation. These are annualized wages. Even if you hire employees in December, please calculate and submit what the employee wages would be for a full year.

Section C: Initial and sign.

For more information, please contact the program manager Bridgett Beckwith, whose contact information is below.

New Hampshire Division of Economic Development Economic Revitalization Zone Tax Credits

TAX CREDIT CERTIFICATION ~ FORM ERZ-2 for BUSINESS APPLICANTS

Complete and Mail by February 10th following the applicant's tax year to:

State of NH
Division of Economic Development
ERZ Program Administrator
100 North Main Street, Suite 100
Concord, NH 03301

Instructions: Follow the specific instruction given in each section and TYPE all information.
Provide an original, signed, and completed application, including all attachments (electronic applications are not accepted).

SECTION A – INFORMATION

Taxpayer/Business Name: _____ Telephone: _____

Mailing Address: Street/PO Box: _____

City/Town/State and Zip Code: _____

Contact Person: _____ Email address: _____

Type of Business: _____ Taxpayer's Filing Period: _____

ERZ Tax Credit Eligibility:

1. Provide Street Address or Tax Map / Lot of the Business within the ERZ and EIN #:
2. Provide a Copy of the ERZ Tax Credit Designation Letter of Certification issued to the City or Town by BEA.

ERZ Project Description:

3. Describe the project and actual investment costs in detail. Include copies of cost invoices, etc. Include a separate page and copies of documents as necessary.
4. Duration of the project – Start Date: _____ Completion Date: _____

SECTION B – JOB INFORMATION

Instructions:

1. Provide the following information and attach additional sheets if necessary.

LIST ALL NEW, INCREMENTAL FULL TIME POSITIONS CREATED IN THE LATEST CALENDAR YEAR

(Note: Full Time Position is defined as at least 35 hrs. per week and is a permanent year round position).

Position Title	Hiring Date	Hourly Wage Rate	Average Hours Worked Per Week	Annualized Base Wages (Rate x Hrs. x 52)	Bonus Paid (if any)	Total Compensation (Base plus Bonus)
Example #1 Manager	6/1/2021	\$ 20.00	40	\$ 41,600	\$ 250	\$ 41,850
Example #2 Clerk	10/31/2021	\$ 8.25	35	\$ 15,015	-	\$ 15,015

Total number of new incremental jobs created in the calendar year 2023 _____
 Total number of full time employees working for your company as of December 31, 2023 _____

SECTION C – DOCUMENT CHECKLIST

Instructions: Attach copies of the following with your application.

Checklist:

_____ Documentation indicating detailed actual investment in the project (not estimated) in the calendar year.

_____ Copy of the ERZ Tax Credit Designation Letter of Certification issued to the local City or Town by BEA.

SECTION D – PROJECT GUARANTEE/SIGNATURES

Instructions: Taxpayer must initial acceptance of the following guarantee.

It shall be the responsibility of the Taxpayer to guarantee that all elements of the project are completed. Failure to complete a project shall result in the Taxpayer's forfeiture of remaining credits.

_____ (INITIALS)

Signature of Taxpayer: _____ Date _____

Type/Print Name: _____ Title _____

<i>~Office Use Only~</i>

APPROVAL:

Taylor Caswell, Commissioner
Department of Business and Economic Affairs

Date



New Hampshire Department of
**BUSINESS AND
ECONOMIC AFFAIRS**



November 18, 2020

Neal Cass
Town Administrator
330 Main Street
Hopkinton, NH 03229

Dear Neal:

This letter and the attached ERZ-1 DESIGNATION~FORM constitute the approval of the Town of Hopkinton's application designating the following as Economic Revitalization Zones:

- 1) Exit 6 ERZ
- 2) Contoocook Village Area

It is my hope that this designation will allow for increased business investment and job creation in these areas of the Town of Hopkinton.

If you have any questions regarding this economic development program, please feel free to contact Bridgett Beckwith in the Division of Economic Development at 603-271-2342.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Taylor Caswell'.

Taylor Caswell
Commissioner

100 North Main Street, Suite 100
Concord, New Hampshire 03301

603.271.2341

visitnh.gov nheconomy.com choosenh.com

New Hampshire Division of Economic Development Economic Revitalization Zone Tax Credits Town/Municipality Designation ~ FORM ERZ-1

Mail to:

State of NH
Division of Economic Development
ERZ Program Administrator
1 Eagle Square, Suite 100
Concord, NH 03301

~ Office Use Only ~
Designation Code:

General Instructions: A local governing body shall request Economic Revitalization Zone Tax Credit Designation for an eligible area or site prior to any taxpayer applying for tax credit project certification under this program. Follow the specific instructions given in each section and **TYPE** all information. Provide an original completed form with all required documentation.

SECTION A – INFORMATION

Instructions: Provide the following information.

Town/Municipality Name: **Hopkinton** _____ Tel. #:(**603**) **746-8242** _

Address: **330 Main Street** _____

Street/ PO Box _____


City/ Town/ State and Zip Code **Hopkinton, NH 03229** _____

Contact Person: **Neal Cass** _____ Title: **Town Administrator** _

Area/Site Name: **Exit 6 ERZ** _____

Signature of Contact Person  _____ Date: 11/12/2020

~Office Use Only~

 _____ 12/2/2020
Taylor Caswell, Commissioner Date
Dept. of Business and Economic Affairs

New Hampshire Division of Economic Development

Economic Revitalization Zone Tax Credits

Town/Municipality Designation ~ FORM ERZ-1

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Division of Economic Development
ERZ Program Administrator
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Street/ PO Box _____

City/ Town/ State and Zip Code **Hopkinton, NH 03229** _____

Contact Person: **Neal Cass** _____ Title: **Town Administrator** _

Area/Site Name: **Contoocook Village Area** _____

Signature of Contact Person  _____ Date: 11/12/2020

~Office Use Only~

 _____ 12/2/2020
Taylor Caswell, Commissioner Date
Dept. of Business and Economic Affairs



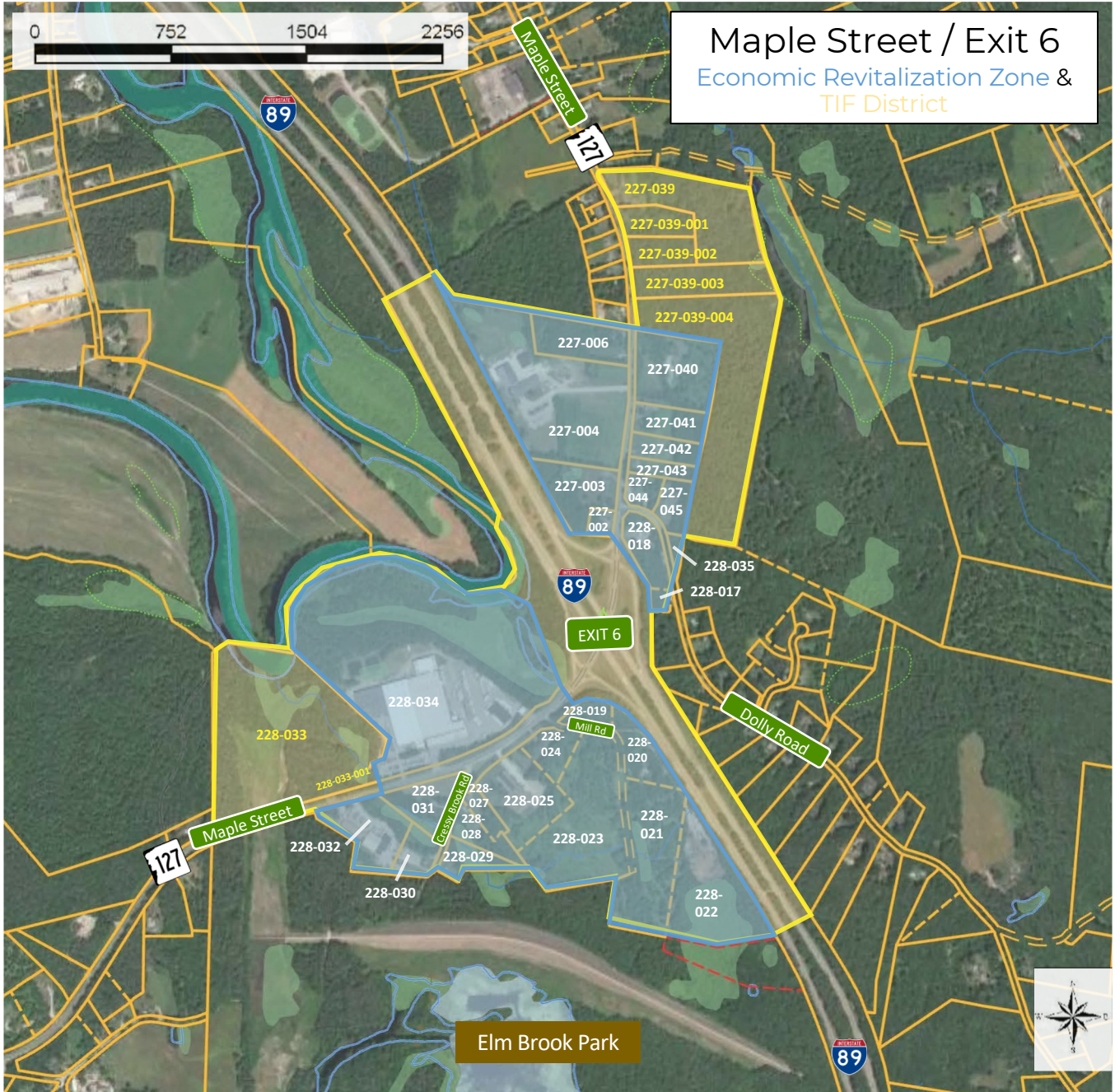
ECONOMIC DEVELOPMENT COMMITTEE

HOPKINTON CONTOOCOOK



WWW.HAPPENING IN HOPKINTON.COM

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Exit 6 Economic Revitalization Zone (ERZ)

ERZ Properties: Map 227: Lots 2, 3, 4, 6, 40, 41, 42, 43, 44, 45 and
Map 228: Lots 17, 18, 19, 20, 21, 22, 23, 24, 25, 27, 28,
29, 30, 31, 32, 34, and 35

Exit 6 Tax Increment Financing (TIF) District

Includes all ERZ properties listed at left plus:
Map 227: Lots 39, 39.1, 39.2, 39.3, and 39.4 and
Map 228: Lots 33 and 33.01



Exit 6 / Maple Street Tax Increment Financing District & Economic Revitalization Zone

(all properties are in the TIF, blue are also in the ERZ)

Parcel Number	Property Address
227-002-000	662 Maple Street
227-003-000	640 Maple Street
227-004-000	554 Maple Street
227-006-000	512 Maple Street
227-039-000	403 Maple Street
227-039-001	Maple Street
227-039-002	Maple Street
227-039-003	Maple Street
227-039-004	Maple Street
227-040-000	519 Maple Street
227-041-000	575 Maple Street
227-042-000	601 Maple Street
227-043-000	613 Maple Street
227-044-000	633 Maple Street
227-045-000	25 Dolly Road
228-017-000	Dolly Road
228-018-000	663 Maple Street
228-019-000	Mill Road
228-020-000	87 Mill Road
228-021-000	Mill Road
228-022-000	Mill Road
228-023-000	Mill Road
228-024-000	845 Maple Street
228-025-000	879 Maple Street
228-027-000	25 Cressy Brook Road
228-028-000	37 Cressy Brook Road
228-029-000	75 Cressy Brook Road
228-030-000	88 Cressy Brook Road
228-032-000	999 Maple Street
228-031-000	46 Cressy Brook Road
228-033-000	Maple Street
228-033-001	Maple Street
228-034-000	932 Maple Street
228-035-000	Dolly Road

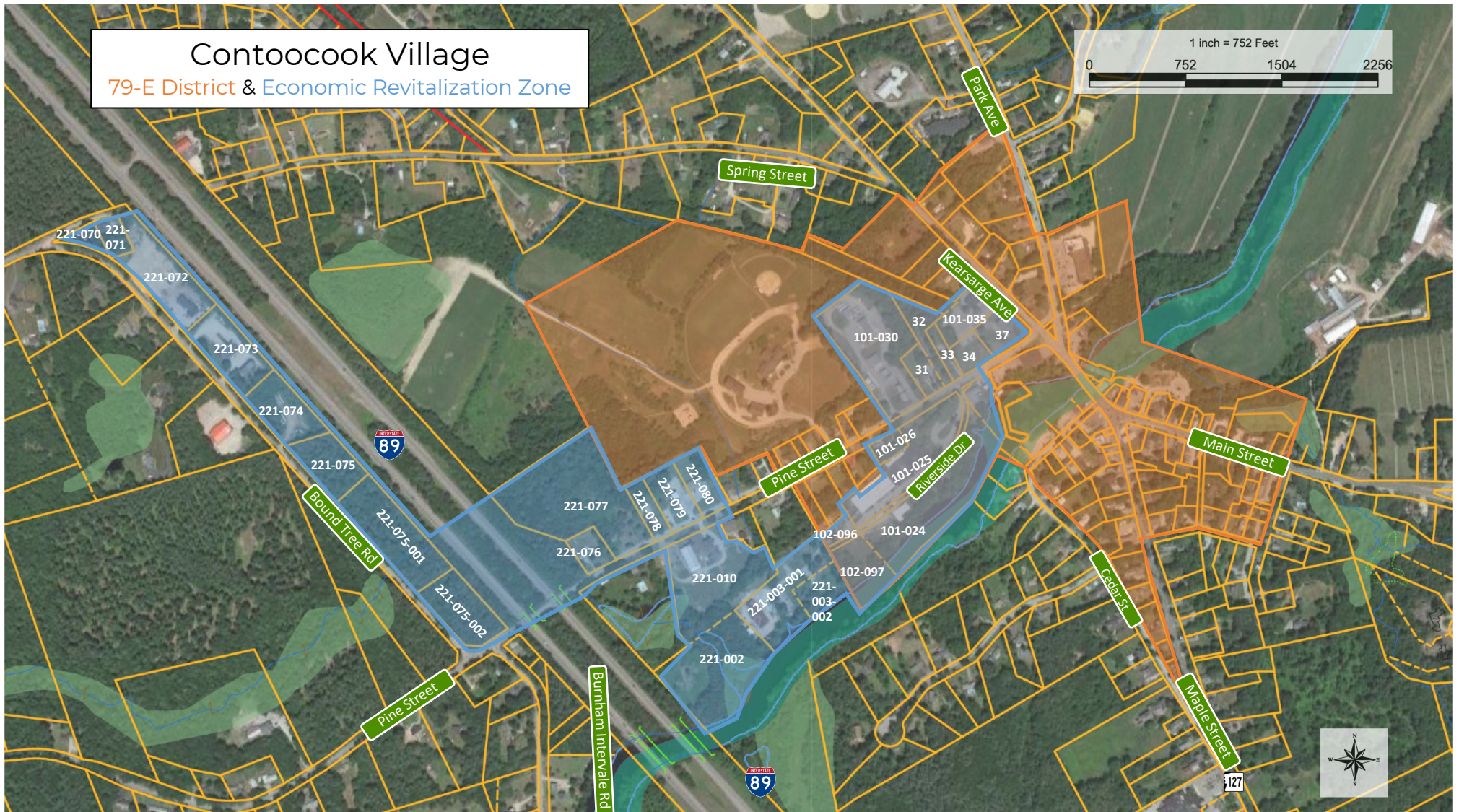



Contoocook Village

79-E District & Economic Revitalization Zone


1 inch = 752 Feet

0 752 1504 2256



 Contoocook Village 79-E (Community Revitalization Tax Incentive)

All parcels in the "Village" zoning districts: VR-1, VB-1, VM-1

 Contoocook Village ERZ

ERZ Properties: Map 101: Lots 24, 25, 26, 30, 31, 32, 33, 34, 35, and 37

Map 102: Lot 97

Map 221: Lots 2, 10, 3.1, 3.2, 70, 71, 72, 73, 74, 75, 75.1, 75.2, 76, 77, 78, 79, 80



Contoocook Village **Economic Revitalization Zone**

Parcel	Property Address
221-070-000	314 Bound Tree Road
221-071-000	312 Bound Tree Road
221-072-000	228 Bound Tree Road
221-073-000	192 Bound Tree Road
221-074-000	Bound Tree Road
221-075-000	Bound Tree Road
221-075-001	Bound Tree Road
221-075-002	Bound Tree Road
221-076-000	256 Pine Street
221-077-000	242 Pine Street
221-078-000	222 Pine Street
221-079-000	208 Pine Street
221-080-000	190 Pine Street
221-002-000	Riverside Drive
221-010-000	205 Pine Street
221-003-001	129, 136, 153 Riverside Drive
221-003-002	
101-023-000	Riverside Drive
101-024-000	Riverside Drive
101-025-000	28 Riverside Drive
101-026-000	97 Pine Street
102-095-000	Riverside Drive
102-096-000	112 Riverside Drive
102-097-000	Riverside Drive
101-022-000	5 Riverside Drive
101-030-000	76 Pine Street
101-031-000	66 Pine Street
101-032-000	56 Pine Street
101-033-000	48 Pine Street
101-034-000	Pine Street
101-035-000	Kearsarge Ave
101-037-000	11 Kearsarge Ave