

Welcome to The Pleasantville Urban Enterprise Zone

WELCOME!

Thank you for joining The Pleasantville Urban Enterprise Zone, a city united by strong community business relations and an aggressive redevelopment program.

This packet contains all the information you will need to become a certified Pleasantville Urban Enterprise Zone business. Our Step-by-Step Guide outlines the process in a few easy steps. You will be up and running as the newest edition to our enterprise zone program in no time.

If you have any questions, don't hesitate to contact our coordinator. Welcome to our program, we wish you great success.

Sincerely,

Your friends in The Pleasantville Urban Enterprise Zone



Enrollment Overview



STEP 1

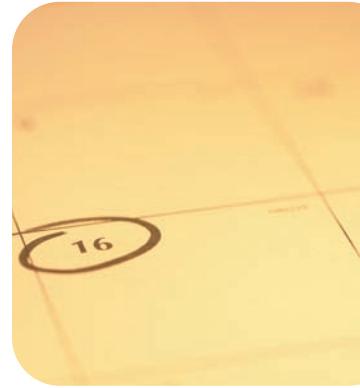
Review your Welcome Package.

This packet contains all the information you will need to become a certified member of the Pleasantville Urban Enterprise Zone.

STEP 4

Send your completed Packet to the Pleasantville Urban Enterprise Zone.

Mail or drop off your completed and signed forms from this packet along with any documents required per the instructions to the Pleasantville Urban Enterprise Zone office.



STEP 2

Register your business with the State of New Jersey.

Visit www.state.nj.us/treasury/revenue to register your business location in Pleasantville, NJ and receive a Business Registration Certificate.

STEP 5

Congratulations!

Within 2-4 weeks of submitting your application packet you should receive a letter from the State of New Jersey approving your Urban Enterprise Zone certification.



STEP 3

Complete the Certification Application Packet.

Carefully read all instructions in this packet, fill out and sign all the forms.

Step-By-Step Enrollment Process Guide



STEP 1 Review your Welcome Package

STEP 2 Register your Pleasantville Business with the State of NJ

Registering is an easy and important first step. **Your Pleasantville Urban Enterprise Zone application can only be processed if you include a copy of your Business Registration Certificate (BRC) that indicates your Pleasantville, NJ business address.** You can quickly register online at, www.state.nj.us/treasury/revenue/ and print out your BRC, or download and print the required form, fill out, sign and send it to The State of New Jersey. If you mail it in, you will have to wait until your BRC arrives from the State before submitting your application.



STEP 3 Complete the Certification Application Packet

This packet contains all the necessary information you will need to complete your application. Carefully read all instructions and be sure to fill out and sign every form.

You will need to complete:

The Application Form (2-pages).

Full-time Employee Data Sheet for employees working more than 30 hours per week, 12 months per year.

Part-time Employee Data Sheet for employees working at least 15 hours per week, a minimum of 16 weeks per year, earning at least \$1,000 per quarter.

The UZ-1 Reduced Sales Tax Form (2-pages).

The UZ-5-SB-A Urban Enterprise Exempt Purchase Form (2-pages).



STEP 4 Submit Completed Packet to the Pleasantville Urban Enterprise Zone

Make copies of each form for your records and submit the **original** signed documents to the Urban Enterprise Zone Office, 18 North First Street, Pleasantville, NJ 08232 along with:

- A copy of your **Business Registration Certificate** listing your Pleasantville, NJ address.
- A copy of your **lease or deed** for your Pleasantville, NJ business.
- If you are **Relocating to Pleasantville**, are a **Partnership** or **Limited Partnership**, a **Limited Liability Company** or a **Joint Venture**, you are required to provide additional documentation. See [Special Procedures](#) in the Certification Instructions document provided with your application.



STEP 5 Receive Approval of Certification from the State of New Jersey

Within 2-4 weeks, the State of New Jersey will send you a letter of certification confirming you are now an active member of the Pleasantville Urban Enterprise Zone. Congratulations! You may now begin taking advantage of member benefits.

DID YOU KNOW?

You must fill out and sign both the Full-time and Part-time Employee Data sheets even if you have no full- or part-time employees.

Employees must spend at least 51% of their working time in the zone.

Your certification is only valid for one year. You must have your recertification approval letter before you can continue utilizing member benefits past your anniversary date.

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: