

Comprehensive 2009 Annual Report Instructions

NEW in 2009

- Include employees for all Companies & Project Locations under your grant/project on a single Annual Report and/or PA Report worksheet (see worksheet instructions below for specific guidance).
- Provide Company Name(s) and Project Location(s) in the body of the worksheet.
- Provide Federal Employer Identification Number (FEIN) for each Company.
- **“Grantee Comments about Row/Employee”** column – Allows for entry of customer comments/details/explanations regarding a particular employee/row.

Project worksheet

BEIP Project Number – Enter the EDA Project Number assigned to your grant. (This number can be found in the subject line of the Annual Report Instructions email.)

Aggregate Wages for All NJ Employees - Enter the total payroll of all employees of the grantee company(ies) and affiliates in NJ. ¹ (This includes NJ State wages and Stock Options exercised as applicable).

Aggregate Withholdings for All NJ Employees - Enter the total withholdings of all employees of the grantee company(ies) and affiliates in NJ. ¹ (This includes NJ State wage withholdings and withholdings for Stock Options exercised withholdings as applicable).

Total Number of All NJ Employees on 12/31 - Enter the total number of employees the grantee company(ies) and affiliates had at any location in NJ as of December 31st of the reporting year. ²

Footnotes:

¹ A “NJ employee” is any employee who works in NJ, regardless of their state of residence.

² “Total NJ employees” means the number of people employed by the grantee and any affiliates at all locations in NJ. (BEIP AND non-BEIP locations/employees, as applicable).

Annual Report & PA Report worksheets

Please Note: Unless indicated separately by *italics*, the required information for the Annual Report and PA Report workbooks should be entered as described below.

Company Name: Enter Name of grantee tax-paying entity in association with the employees listed for that company. (The name(s) should be entered exactly the same as the Company Name(s) entered on the “Project” worksheet).

Project Location: Enter Name of Project Location(s) for each Company as appropriate.

Last Name: Enter employee Last Name.

First Name: Enter employee First Name.

Social Security: Enter employee's Social Security Number.

City: Enter employee's City of residence.

State: Enter employee's State of residence¹ – **VERY IMPORTANT:** Read this footnote to determine if you should complete only the Annual Report workbook or the Annual Report workbook **AND** the PA Report workbooks.

Title: Enter employee's Job Title.²

Original Hire: Enter date employee was hired by the taxpaying entity. If the individual was previously employed with the company (e.g. terminated/separated and returned), **ONLY** include their most recent hire date. If the employee's position was transferred to the BEIP Project Location or from an existing NJ position, their Original Hire date will be prior to their "Project Site" date (see below).

Project Site: Enter date employee was hired at / transferred to the Project Location. This date will be the same as the "Original Hire" date if the employee was hired directly to the Project Location in an eligible position. If the employee was transferred from out of state or a pre-existing NJ position, this date will be different than the "Original Hire" date.

Termination: Enter date the employee terminated with the company **OR** was transferred to a non-BEIP position and/or away from the Project Location.

***PA Report Workbook ONLY**

Filing Status: Enter the number from the employee's W-4 for the applicable filing status of the employee (1 - Single, 2 - Married filing joint, 3 - Married filing separate, 4 - Head of Household, 5- Qualifying Widow(er) and 6 - Domestic Partner .

Annual Salary: Enter employee's base compensation as of 12/31 of the reporting year (e.g. the amount the employee earns yearly, or per hour converted to a yearly amount).

Wages: **Annual Report Workbook:** Enter employee's actual earnings for the reporting year. This should include base earnings **PLUS** any type of additional eligible earnings and less any ineligible earnings.³

PA Report Workbook: Enter employee's actual eligible earnings for the reporting year. **You must use the Wages reported in Box 1 of employee's PA W-2.** This should include base earnings **PLUS** any type of additional eligible earnings, and less any ineligible earnings.³

Withholdings: **Annual Report Workbook:** Enter NJ State withholdings associated with the eligible Wages entered the "Wages" Column, less any amounts associated with ineligible wages.⁴

PA Report Workbook: DO NOT enter information in this column; the estimated NJ State withholdings will be automatically calculated by the worksheet based on the information entered in the "Filing Status" and "Wages" columns.

Overtime, Bonuses and Stock Options: Enter "Y" if the employee **actually earned** any of the following types of additional eligible compensation during the reporting year. Enter "N" if employee did not earn any of these types of additional eligible compensation during the reporting year.

Grantee Comments about Row/Employee: Enter any comments/details regarding a particular employee/row in this cell.

Footnotes:

¹ For Companies Board Approved prior to September 1, 2003*:

Residents of PA should be entered on the Annual Report worksheet, and are eligible to be included for headcount purposes. Do not enter information in the "Actual Wages", "Actual Withholdings", or "Overtime, Bonuses and Stock Options" for these employees. **DO NOT complete the PA Report worksheet.**

For Companies Board Approved after September 1, 2003*:

Withholdings for employee residents of Pennsylvania are eligible to be included in the grant calculations. Complete the PA Report worksheet for these employees. **DO NOT** enter these employees on the Annual Report worksheet. **

*Please refer to Grant Agreement for this date.

****Please Note:** If an individual was a resident of PA and another state while employed in an eligible position during the reporting year, they should be included on **BOTH** the Annual Report worksheet and the PA Report worksheet, with their Actual Wage & Withholding information accurately reflecting the period of time they lived in each state. The Annual Salary amount should remain the same on both reports.

² Please refer to the Grant Agreement for the definitions of “Full-Time”, “New Employee” and “Eligible Position” to determine which employees should be included in this report.

³ If the employee did not work the full calendar year at the Project Location and/or in an eligible position, their **Actual Wages** must be pro-rated to reflect ONLY the amount earned while in an eligible position at the Project Location.

⁴ The following “**Withholdings**” with respect to each eligible employee;

ARE allowable:

- ✓ The amount withheld by a business from the wages of an eligible employee;
- ✓ The amounts withheld by a business from stock options, money or other payments given to an eligible employee pursuant to a bonus form commencing employment or for services rendered by that employee.

ARE NOT allowable:

- ✓ Withholdings for severance pay (including stock options given as a contract termination);
- ✓ Withholdings such as, but not limited to, those associated with tuition reimbursement, vehicle allowance, relocation compensation, and payment of unused accrued time (sick/vacation).