

## NJEDA Small Business Improvement Grant Applicant Checklist


Required Documents	
<input type="checkbox"/>	1. Completed NJEDA online application.
<input type="checkbox"/>	2. Current NJ Tax Clearance Certificate, no older than six months from date of issuance. <a href="#">Business Tax Clearance Certification Required for Receiving State Grants, Incentives</a>  How to Obtain Your Tax Clearance Certificate helpful instructions below.
<input type="checkbox"/>	3. Formation documentation for applicant business as follows.  <b>Sole Proprietor:</b> <a href="#">Certificate of Trade Name</a> (filed with the County Clerk) <b>LLC:</b> <a href="#">Certificate of Formation</a> <b>Corporation:</b> <a href="#">Certificate of Incorporation</a> and Bylaws <b>Not-for-profit:</b> <a href="#">Certificate of Incorporation</a> and Bylaws <b>Out of State Business:</b> if your business is not registered in the State of NJ you are ineligible for this grant. If your business was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide a copy.
<input type="checkbox"/>	4. Ensure applicant has used registered business name by checking <a href="#">Business Name Search</a> .
<input type="checkbox"/>	5. Federal Tax Filings for three most recent, consecutive years, if available.
<input type="checkbox"/>	6. <a href="#">WR-30</a> , payroll report or equivalent information for one quarter (three months) prior to application date.
<input type="checkbox"/>	7. Fully completed <a href="#">Landlord Certification Form</a> for businesses operating from a leased location.
<input type="checkbox"/>	8. Current executed lease or recorded deed evidencing site control of the relevant property.
<input type="checkbox"/>	9. Fully completed <a href="#">Certification of Non-involvement in Prohibited Activities in Russia or Belarus form</a> for grants over \$25,000 only.

Eligibility Requirements	
<input type="checkbox"/>	1. Applicant must be a small business, as defined by the SBA based on NAICS Code, at time of application and one quarter (three months) prior to the application date. Not-for-profit businesses are eligible.
<input type="checkbox"/>	2. Project costs must be at least \$5,000, incurred on or after March 9, 2020, and two years prior to application date.
<input type="checkbox"/>	3. The Project must be completed with proof of payment prior to the application date. Proof of payment can be a paid invoice, canceled check, credit card statement, bank statement, etc.
<input type="checkbox"/>	4. Reimbursable project costs are capital improvements and the purchase of new furniture/fixtures for the business location. Equipment that may leave the business location and software that may be needed to operate equipment is not reimbursable.
<input type="checkbox"/>	5. Project must have commenced no more than two years prior to the application date.

<input type="checkbox"/>	6. Home-based businesses are eligible but can only be reimbursed for the purchase and installation of new equipment, furniture or fixtures. Home-based businesses are not eligible for reimbursement for renovations or improvement projects.
<input type="checkbox"/>	7. Applicant must be a commercial business that is a tenant or owner, landlords are not eligible.
<input type="checkbox"/>	8. Businesses are eligible for one grant per EIN. Businesses operating multiple locations under a single EIN are limited to one application only, but may pool project costs from multiple locations into a single application.
<input type="checkbox"/>	<p>9. Applicant must agree to pay the program's minimum wage requirements of the greater of \$15/hour or 120% of minimum wage unless employees are tipped, then 120% of minimum wage must be paid.</p> <p>– For grants under \$25,000 this is required for two (2) years after execution of the grant agreement.</p> <p>– For grants over \$25,000 this is required for four (4) years after execution of the grant agreement.</p>
<input type="checkbox"/>	10. Applicant must be in good standing with any prior NJEDA approvals.
<input type="checkbox"/>	11. Applicant must be in substantial good standing with the NJ Department of Labor and Workforce Development, NJ Department of Environmental Protection and NJ Department of the Treasury as determined by each Department.
<input type="checkbox"/>	12. Projects over \$50,000 <a href="#">Green Building Requirements</a> apply.
<input type="checkbox"/>	<p>13. Applicants that used a contractor with four (4) or more employees must provide completed Affirmative Action Forms 1 and 2.</p> <p><a href="#">NJEDA AA Form 1</a> – Initial Construction Project Workforce Report</p> <p><a href="#">NJEDA AA Form 2</a> – Monthly Project Workforce Report</p> <p>How to complete AA forms helpful instructions below.*</p> <p><b>*Please note, these instructions apply to completion of forms for <u>Small Business Improvement Grant applications only</u>. They do not apply to other NJEDA programs and/or requirements.</b></p>

# How to Obtain a Business Assistance Tax Clearance Certificate


Go to [Business Tax Clearance Certification Required for Receiving State Grants, Incentives](#) and follow the instructions under “How to Use Premier Business Services to Obtain Certification”, shown below.

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## Business Tax Clearance Certification Required for Receiving State Grants, Incentives

New Jersey offers grants, incentives, and rebates to businesses, and every recipient must obtain a business assistance tax clearance certificate from the Division of Taxation.

After July 1, 2017, any applicant for certification that can't obtain a Premier Business Services account may submit a paper application (Gtb-10) for business assistance tax clearance. All others must request their clearance certificate through the Premier Business Services Portal. There is no fee for requesting a certificate through the portal.

The Division will return any paper application received from a business that can qualify and register for an account on the Premier Business Services portal. (Trusts, banking institutions, insurance companies, individuals, and local governments such as school districts and counties generally cannot register for a Premier Business Services account.)

### How to Use Premier Business Services to Obtain Certification

If you aren't registered with Premier Business Services, visit the [Premier Business Services portal](#) and select *New Users Only – Create an Account* and follow instructions. [View detailed instructions.](#)

If you are already registered with Premier Business Services, log in. Go to the Tax & Revenue Center. From there, select Business Incentive Tax Clearance. If your account is compliant with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through the portal.

Questions regarding your account may be directed to [609-292-9292](tel:609-292-9292) or via email at Premier Services Registration at [Integrated-Registration.Admin@treas.nj.gov](mailto:Integrated-Registration.Admin@treas.nj.gov).

### Individuals require a paper application

The Application for [Business Assistance Tax Clearance](#) must be completed, signed by the applicant, and submitted to the Division of Taxation, at the address listed on the application. Payment must be made by check or money order. An application received without payment will not be processed.

### Business Assistance or Incentive Tax Clearance certificates may be requested for aid offered by the following State agencies:

<ul style="list-style-type: none"><li>Board of Public Utilities (Clean Energy Program)</li><li>Department of Community Affairs</li><li>Department of Health</li><li>Department of Labor &amp; Workforce Development (Labor Training Programs)</li></ul>	<ul style="list-style-type: none"><li>Economic Development Authority</li><li>New Jersey Casino Reinvestment Development Authority</li><li>New Jersey Commerce, Economic Growth &amp; Tourism Commission</li><li>New Jersey Commission on Science, Innovation, and Technology</li></ul>	<ul style="list-style-type: none"><li>New Jersey Department of Children &amp; Families</li><li>New Jersey Department of Human Services</li><li>New Jersey Department of Treasury (Angel Investor Tax Credit, Grow NJ Tax Credit)</li><li>New Jersey Housing &amp; Mortgage Finance Agency</li></ul>	<ul style="list-style-type: none"><li>New Jersey Secretary of State</li></ul>
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### Business Assistance and Incentive Clearance certificates may not be used for any Division of Taxation License Renewal including:

<ul style="list-style-type: none"><li>liquor licenses</li><li>cigarette licenses</li><li>motor fuel licenses</li></ul>	<ul style="list-style-type: none"><li>lottery agent applications</li><li>UEZ applications</li><li>DEP clearances</li></ul>	<ul style="list-style-type: none"><li>DCA clearances</li><li>MVC suspensions</li><li>As a substitute for a Certificate of Good Standing</li></ul>	<ul style="list-style-type: none"><li>As a substitute for a Tax Clearance Certificate for corporate tax matters (<a href="#">form 5088-TC</a>)</li></ul>
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Questions regarding the Business Assistance or Incentive Clearances may be emailed to [BusinessAssistanceTC.Taxation@treas.nj.gov](mailto:BusinessAssistanceTC.Taxation@treas.nj.gov).

**NOTE:** A Tax Clearance Certificate will only be issued to businesses or individuals who are registered with the New Jersey Division of Revenue. If you need more information regarding the registration process, proceed to the [New Jersey Division of Revenue website](#).

If you experience issues accessing the [Premier Business Services](#) website:

- Try again at a later time and/or using various web browsers. Internet Explorer may encounter limitations.
- Be sure your company is registered to do business in the State of NJ, [Division of Revenue & Enterprise Services - Getting Registered](#).
- Have a copy of your Business Registration Certificate (BRC) on hand so you know the date you registered, NJ corp # and the business name as it appears on the registration/tax records (it's important to enter the business name exactly as appears on the BRC).
- Be sure your annual report was filed at <https://www.njportal.com/DOR/AnnualReports/Business?sessionType=AnnualReport>.
- If you need help, e-mail Premier Business Services at [Integrated-Registration.Admin@treas.nj.gov](mailto:Integrated-Registration.Admin@treas.nj.gov) or call 609-292-9292.
- If you get a message in red font advising that you are not eligible to receive a certificate, contact Taxation at the e-mail below.

Questions regarding the Business Assistance Tax Clearance Certificate may be emailed to [BusinessAssistanceTC.Taxation@treas.nj.gov](mailto:BusinessAssistanceTC.Taxation@treas.nj.gov)

## Instructions for Contractors

### How to Complete NJEDA AA Forms to Report Work on Projects for Businesses Applying for the NJEDA Small Business Improvement Grant

Contractors completing AA Form 1 and AA Form to report on work performed on projects for businesses applying to the NJEDA Small Business Improvement Grant program may use the following instructions as a guide when completing project specific fields on NJEDA AA Forms. Information must be entered on the actual forms. This document is provided for guidance only and does not replace the AA Forms.

#### **NJEDA AA Form 1**

Leave this field blank.

1. NJEDA PROJECT No. (5 digits e.g. 12345)

Leave this field blank.

2. AAPW Record ID

Enter date work began.

6. DATE OF AWARD

Enter amount of contract (or total amount invoiced).

7. DOLLAR AMOUNT OF AWARD

Enter data for employees that worked on the specific project. Phase-in and Projected Completion dates are the start and end dates for work on the specific project.

12. TOTAL HEADCOUNT	13. # OF WOMEN (AS A SUBSET OF 12. TOTAL)	14. # OF MINORITIES (AS A SUBSET OF 12. TOTAL)	15. PROJECTED PHASE-IN DATE	16. PROJECTED COMPLETION DATE

Complete remaining fields as indicted on form.

For additional questions please contact Julie McIntyre at [jmcintyre@njeda.com](mailto:jmcintyre@njeda.com).

**NJEDA AA Form 2**

Leave this field blank:

2. NJEDA AAPW Report ID

Enter date of work on the specific project :

4. Reporting - (mm/dd/yyyy)	
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Enter date work on the specific project began:

6. Date Gen. Contract was awarded

Leave this field blank:

9. NJEDA PROJECT No. (5 digits)

F = Foreman, J = Journeyman, AP = Apprentice. Enter data only for employees that worked on the specific project.

13. CLASS	14. NUMBER OF EMPLOYEES						15. TOTAL
	A.	B.	C.	D.	E.	F.	NO. OF MIN. EMP.
	TOTAL	BLACK	HISPANIC	AMERICAN INDIAN	ASIAN	WOMEN	
F							
J							
AP							

Enter data only for employees that worked on the specific project. Leave CRPs field blank.

16. WORK HOURS			17. % OF WORK HRS		18. CUMULATIVE WORK HRS			19. CUM. % OF W/H		CPRs				
TOTAL WORK HOURS	A.	B.	A.	B.	TOTAL WORK HOURS	A.	B.	A.	B.					
	MIN W/H	WOM W/H	% OF MIN W/H	% OF WOM W/H		MIN. HOURS	WOMEN HOURS	% OF MIN. W/H	% OF WOM W/H	week 1	week 2	week 3	week 4	week 5

Complete remaining fields as indicted on form.

For additional questions please contact Julie McIntyre at [jmcintyre@njeda.com](mailto:jmcintyre@njeda.com).