STATE OF ARKANSAS
CONSOLIDATED INCENTIVE ACT OF 2003

ADVANTAGE ARKANSAS PROGRAM

EMPLOYEE PAYROLL CERTIFICATION AUDIT REQUEST

I, ___________________________, (an officer, partner, or sole proprietor) of
 ___________________________, (Business Name) hereby request an
employee payroll certification audit to determine eligibility and amount of the Income Tax
Credit applicable for the tax year ending _________.

For the payroll period _________. I certify that the number of new full time
permanent employees is ________ and their payroll is ________, as evidenced by the
attached New Full Time Permanent Employee Worksheet(s).

Business Name: ___________________________ FEIN: ________
Mailing Address: ___________________________ Phone #: ________
 ________________ Phone #: ________
Project Location: ___________________________
ADED Project #: ___________________________
Contact Person: ___________________________
Signature/Title: ___________________________ Date: ________

This form must be submitted at the end of each tax year. A separate form should be
submitted for each tax year being audited. The New Full Time Permanent Employee
Worksheet(s) must be completed and submitted with this form before the request is assigned
for verification.

Send this form and the required worksheets to:

Department of Finance and Administration
Tax Credits/Special Refunds Section
P. O. Box 1272
Little Rock, AR 72203

09/2003
## Consolidated Incentive Act of 2003

### Advantage Arkansas Program

**New Full Time Permanent Employee Worksheet**

**Business Name:** ABC Company  
**Plan Agreement Date:** 9/1/03

**Payroll Period:** 9/1/03 - 12/31/04  
**Tax Year:** 12/31/04

<table>
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<th>Employee Name</th>
<th>Position Number</th>
<th>Soc Sec Number</th>
<th>Hire Date</th>
<th>Discharge Date</th>
<th>Annual Taxable Wages</th>
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</table>

**Page Total:** 2,400,000

**Important:** List only those jobs or positions filled by an employee for an average of at least 30 hours per week for at least 26 consecutive weeks during the current tax year. Include qualified jobs created last year that did not meet the 26 consecutive week/30 hour requirement until this year.

09-2003