

STATE OF ARKANSAS
CONSOLIDATED INCENTIVE ACT OF 2003

SAMPLE

ADVANTAGE ARKANSAS PROGRAM

EMPLOYEE PAYROLL CERTIFICATION AUDIT REQUEST

I, JOHN SMITH, (an officer, partner, or sole proprietor) of

ABC COMPANY, (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 12/31/04.

For the payroll period 9/1/03 - 12/31/04, I certify that the number of new full time

permanent employees is 120 and their payroll is \$2,400,000, as evidenced by the

attached New Full Time Permanent Employee Worksheet(s).

Business Name: ABC COMPANY

FEIN: 71-1234567

Mailing Address: P.O. Box 100

Phone #: 501-555-5555

LITTLE ROCK AR 72201

Project Location: LITTLE ROCK

ADED Project #: 09123

Contact Person: JAMES JONES

Phone #: 501-555-5555

Signature/Title: John Smith CEO

Date: 1/9/05

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

Page ____ of ____

CONSOLIDATED INCENTIVE ACT OF 2003 ADVANTAGE ARKANSAS PROGRAM

SAMPLE

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

EMPLOYEE NAME	POSITION NUMBER	SOC SEC NUMBER	HIRE DATE	DISCHARGE DATE	ANNUAL TAXABLE WAGES
A	0001	111-11-1111	9/1/03		50,000
B	0002	222-22-2222	11/1/03		40,000
C	0003	333-33-3333	11/1/03	2/28/04	15,000
D	0003	444-44-4444	3/3/04		25,000
E	0004	555-55-5555	4/1/04		20,000
F	0005	666-66-6666	4/1/04	11/30/04	15,000
↓	↓	↓	↓	↓	↓
G	0119	777-77-7777	5/1/04	5/15/04	1,000
H	0119	888-88-8888	5/20/04	12/1/04	11,000
I	0120	999-99-9999	7/1/04		10,000

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.