

Instructions for Preparing Notice of Intent

The Notice of Intent (NOI) is provided to assist businesses which are expanding or locating in the state and whose county tier is reclassified or census tract area is removed from the Less Developed Census Tract listing. Timely filing of the NOI will allow a business to continue to claim the tier/census tract classification in effect at the time the NOI is filed. Please note that the NOI must be filed with DCA no later than February 15th after the rankings are released in order to continue to claim the prior year ranking. (i.e. To preserve the 2011 ranking, the NOI must be filed with DCA no later than February 15, 2012.)

Line 1 – Enter the name of the taxpayer creating jobs.

Line 2 – Mailing address to which accepted Notice of Intent should be returned.

Line 3 – Location address(es) in Georgia where jobs will be created.

Line 4 – County or counties in Georgia where jobs will be created. Please note that multiple counties may be listed on the same form as long as they are all within the same tier. Different county tier locations must be listed on separate forms.

Line 5 – This number should reflect the number of proposed new, full-time jobs that the taxpayer will create over the next three (3) years and should at least equal the tier threshold required. (Note that the minimum job threshold must be met in one tax year and that new, full-time jobs must conform to the applicable definitions found in the Job Tax Credit Regulations.)

Line 6 – The years listed should be for the one through three years following the year in which the notice is submitted. For instance, if the notice is to preserve the 2011 Tier rank or Census tract designation, then the years listed on this line would be 2012, 2013, 2014.

Line 7 – List the most appropriate NAICS Code for the type of operation where jobs will be created and briefly describe the type of operation where jobs will be created.

The **first blank** in the paragraph should be filled in with the tier classification for the county listed on Line 4 of the form if credit will be claimed under the county tier program (§48-7-40). (Note: If claiming a Census Tract designation this line should be left blank.)

The **second blank** in the paragraph should be filled in with the census tract number if the credit will be claimed under the Less Developed Census Tract program (§48-7-40.1). (Note: If claiming the County Tier designation this line should be left blank.)

The **third blank** in the paragraph should be left blank or filled in with the same county listed on Line 4 of the form if credit will be claimed under the county tier program.

The **last blank** in the paragraph should be left blank or filled in with the same census tract listed in the second blank if the credit will be claimed under the Less Developed Census Tract program.

Please note that only TWO of the blanks in the paragraph portion of the form should be completed, depending upon whether the credit will be claimed under the county tier program or the less developed census tract program. Additional information on the Job Tax Credit Program and the Notice of Intent are available in the program regulations available on DCA's web site at: <http://www.dca.ga.gov/economic/TaxCredits/programs/taxcredit.asp>

**Notice of Intent
For
Georgia Jobs Tax Credit**

1. Name of Company: _____
2. Mailing Address of Company: _____

3. Location Address of Business Establishment Creating Jobs: _____

4. Name of County in which Jobs will be Created: _____
5. Number of New, Full-time Jobs to be Created: _____
6. Year(s) in which Jobs will be Created: _____

7. Type of Business Establishment (including NAICS Code): _____

Whereas the aforementioned company has abided by and will abide by all Job Tax Credit Program rules and regulations, application is hereby made to the Georgia Department of Community Affairs for certification that the above location may qualify for the Job Tax Credit for new, full-time jobs in a Tier _____ County ***OR*** in Less Developed Census Tract _____ whether or not _____ County ***OR*** Less Developed Census Tract _____ retains its current tier / less developed census tract designation.

* Please enter only the Tier rank and county name OR the census tract number in the applicable blanks above. Form will only apply to one or the other, not both.

_____ Date	_____ Signature of Officer
	_____ Legibly Print Officer's Name
_____ Legibly Print Contact Name	_____ Title
_____ Contact Email Address	_____ Contact Phone Number

Please provide appropriate contact information on the lines provided in case we need to contact you on the information provided above.

Department Use Only

Mailing Address:
Job Tax Credit Program Coordinator
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329

Accepted:

Date

By