



Guide to Enterprise Zone Pre-Certification

This user guide provides web screen shots to reach the application portal from OEDIT’s website, navigate the application portal, and complete an Enterprise Zone Pre-Certification application.

The OEDIT Application Portal is compatible with these web browsers – **Google Chrome, Mozilla Firefox, and Safari** – please make sure that you are using one of these.

Your starting point is the OEDIT web-page www.oedit.colorado.gov/ez

oedit.colorado.gov/enterprise-zone-program

Home | Colorado O... Internal OEDIT Reso... Most Used Resources Census Tools

Home > Programs and Funding > Tax Credits > Enterprise Zone Program

Enterprise Zone Program

The Colorado legislature created the Enterprise Zone (EZ) Program to encourage development in economically distressed areas of the state. The 16 designated enterprise zones have high unemployment rates, low per capita income, or slow population growth. [Local enterprise zone administrators](#) manage their respective enterprise zones.

In designated enterprise zones:

- businesses are eligible for state income tax credits and sales and use tax exemptions for specific business investments
- economic development projects form by incentivizing taxpayers to contribute through state income tax credits
- taxpayers who contribute to enterprise zone projects may earn income tax credits

Enterprise zone areas within rural counties that meet additional economic distress criteria receive enhanced rural enterprise zone status. Businesses within enhanced rural enterprise zones earn additional tax credits when adding net new employees.

Apply for a tax credit | Amend your EZ record | Transfer your EZ record

- Interactive enterprise zone map
- Community eligibility
- Business tax credits and incentives
- How to qualify for and claim this credit
- Enhanced rural enterprise zones
- How to become an enterprise zone community
- Enterprise Zone Contribution Project Tax Credit
- History and legislative changes
- Enterprise zone annual reports

Overview

Type: Program

For: Municipalities, counties, and economic development offices

Zone designation renewal: Every 10 years

OEDIT division: [Business Funding and Incentives](#)

On our webpage, you can learn about the EZ tax credits. Search the interactive map to determine if your business is located in an Enterprise Zone. Contact the Local EZ Administrator to learn about other local benefits and to ask questions about the program. We have links to the statutes and Department of Revenue resources. Click the arrows to expand each section.

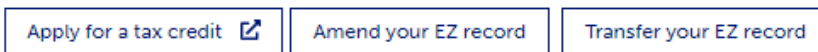
Enterprise Zone Program

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You will see 3 buttons on the home page:

- “Apply” takes you to the application portal for Pre-Certification and Certification applications.
- “Amend” brings up a form where you can request to re-open your application to make changes.
- “Transfer” brings up a form where you can request to move an application from one account to another.

The “Amend” and “Transfer” forms are also now available in the OEDIT Application Portal.

One must pre-certify the business for each tax year that one wants to claim Enterprise Zone tax credits. Approved Pre-Certification allows the business to later Certify and claim business tax credits from the later of the Pre-Certification application date or the start of the business’ income tax year, through the end of the business’ income tax year.

Pre-Certification is not required to claim the Enterprise Zone Contribution Tax Credit, nor for the Manufacturing and Mining Sales & Use Tax Exemptions.

When you click apply for a tax credit, you will be prompted to login or create a new account on our application portal: <https://oedit.secure.force.com/oedit/>

LOGIN

Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system.

Log in to view saved applications, check application status, or apply for funding opportunities.

If you are applying for the Colorado Arts Relief Fund, please visit the [Colorado Creative Industries Grant Portal](#).

The screenshot shows a login form with the following elements highlighted by red boxes:

- A text input field labeled "Username" with a placeholder "Username".
- A text input field labeled "Password" with a placeholder "Password".
- A blue "Login" button.
- Two hyperlinks: "Forgot Your Password?" and "New User?".

TIPS FOR THE ONLINE APPLICATION SYSTEM

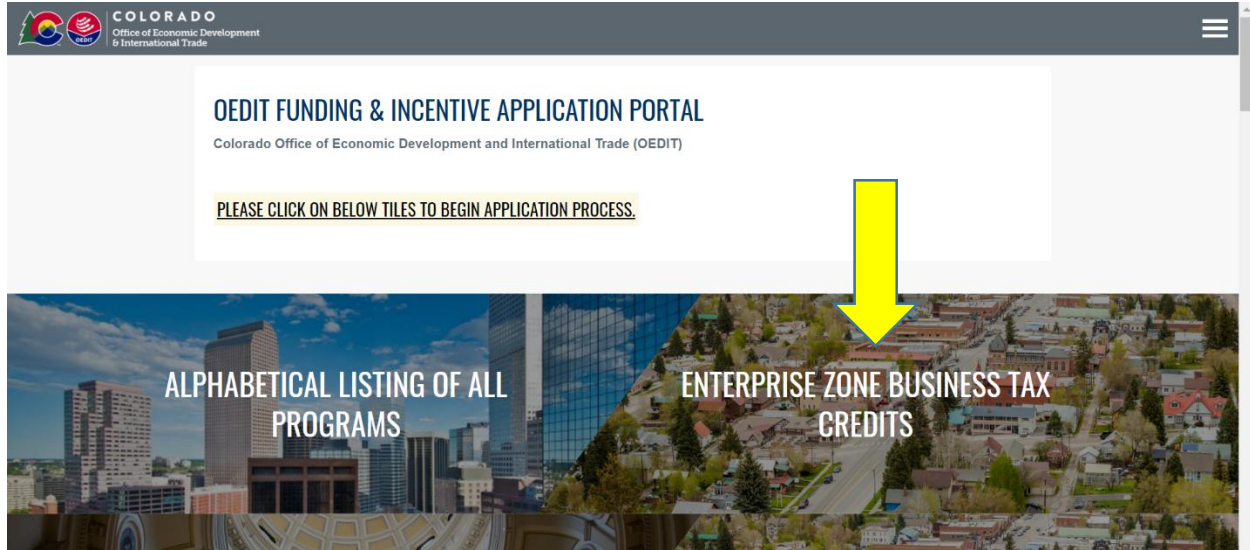
1. Your Username is your Email.
 2. Each user needs their own login and password.
 3. If you are a new user, the system administrator will need to approve your request. This may take up to 48hrs. Please check back into the portal to confirm activation as you will not receive an email.
 4. Use one of the preferred browsers; Google Chrome, Mozilla Firefox or Safari. Internet Explorer and Edge are NOT supported.
 5. To reset your password click on Forgot Your Password? hyperlink located below the Username and Password fields. Type in your username which in most cases will be your email. The system will email you a temporary password. When you log into the portal with your username and temporary password you will be prompted to create a new password.
 6. If you are getting a "blank screen" or "error message" you need to clean out your Temporary Internet Files and Cache.
- For further assistance registering or logging into the system, please contact tom.olsen@state.co.us.

Review the "Tips for the Online Application System".

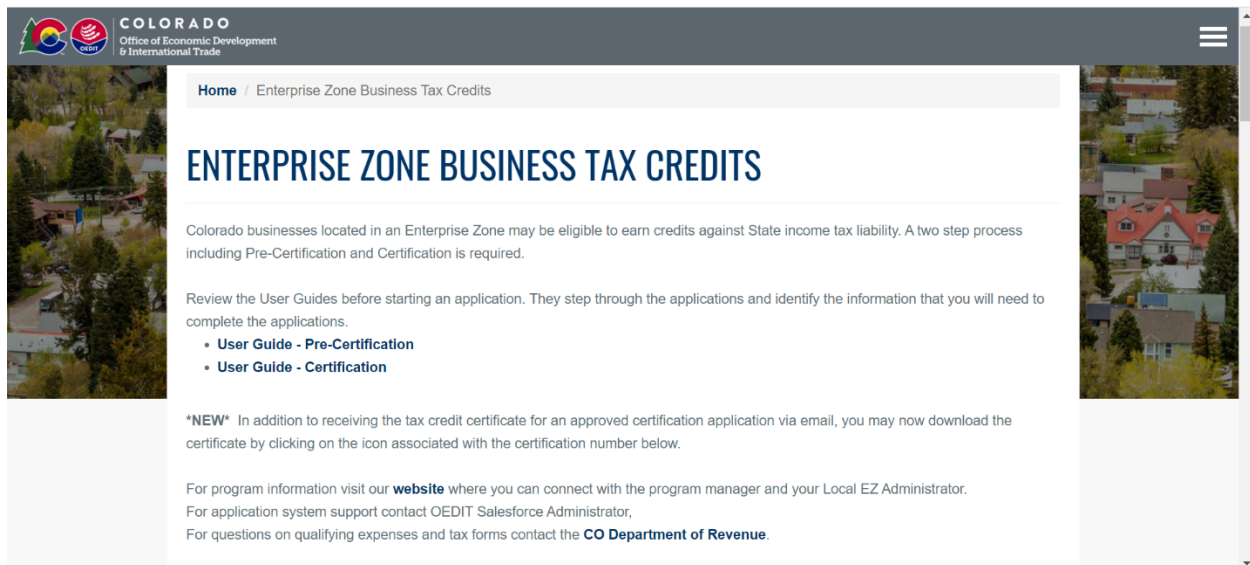
Enter your "Username" and "Password". A Username is typically your Email Address. Passwords expire after 1 year. Click on "Forgot Your Password" if your password has expired or you've forgotten it; you can update it. Note the option to create a New User account if you don't already have one.

Click the "Login" button.

This page shows the various funding and incentive applications available. Look for “Enterprise Zone Business Tax Credits” tile and click on it. Note the Quick Link – this is a useful way to look at the existing applications you have across OEDIT programs; however, your Enterprise Zone application options are best when you click on the program tile.



The Enterprise Zone Business Tax Credits page has 5 sections. Scroll down the page for Pre-Certification and Certification Applications and to view your existing applications. The top-most portion, pictured below, gives a brief description, has links to the user guides, and links to resources.



In the 2nd section, pictured below, you can access the Pre-Certification and Certification applications, as well as the forms “Amend” and “Transfer”.

Pre-Certification. For each business location and each fiscal year, a new pre-certification application must be submitted in advance of the activity eligible to earn an EZ income tax credit.

Certification. In order to complete Certification, you must have an approved Pre-Certification. Certification applications are to be completed after the conclusion of the tax year, but prior to submitting your tax return to the CO Department of Revenue.

The “Amend” form sends a request to the Local EZ Administrator and Program Staff with details of your request. Generally, we do not allow for amendments to a pre-certification – the address and taxpayer ID set the taxpayer’s eligibility. You might request an amendment to your Certification application to update entries like the qualified investment, or number of net new employees.

The “Transfer” form is used to request the transfer of a Pre-Certification record from one Account to another. For example, if the business completed the pre-certification form, and now they want an accounting firm to complete the certification for the business, a business representative may request that we move the Pre-Certification record from one Account to another.

APPLY FOR OPPORTUNITIES

Application	Summary	Action
Enterprise Zone Pre-Certification	Pre-Certification is required in advance of the activity eligible to earn EZ tax credits. Pre-certification can be completed up to 3 months in advance of the business' tax year start date. Pre-Certification is an annual requirement.	Apply
Enterprise Zone Certification	Certification applications can be completed any time before filing a Colorado income tax return for the year in which the credit was earned. The Certificate must be submitted with your Colorado income tax return, in lieu of forms DR0074, 76 & 77.	Apply

Amend Request that a submitted Pre-Certification or Certification application be re-opened so that you can make changes.

Transfer A business owner may request that a Pre-Certification or Certification record be moved to a different Accountant/CPA.

The 3rd section of the Enterprise Zone Business Tax Credit landing page shows Pre-Certification applications associated with the user's Account. This area will be unpopulated if no pre-certification applications have been initiated. The Action Icon index at the top of the section explains the actions that you can take for any given Pre-Certification application.

MY PRE-CERTIFICATIONS

In this section, you can review and submit draft applications, view and print submitted applications, and initiate a Certification application for an approved Pre-Certification.

ICON KEY FOR BELOW TABLE

 EDIT

 PRINT

 CERTIFY

 DELETE




Use the search field to easily locate a Pre-Certification record. Enter things like a Pre-Certification Number, a business/Location Name, or a Tax Year End Date to locate records. Enter at least 3 characters to search.

Search Enterprise Zone Pre-Certifications

1 of 1 (2 records total)

« « Previous Next » »

Page Size

Application	Pre-certification Number	Account Name	Pre-certification Status	Location/Business Name	Taxpayer Id	Tax Year End Date	Actions
APP-324952	P-206037	Oedit Daniel'S Test Restaurant	Pending	Daniel	*****3333	4/8/2022	 
APP-324216	P-205949	Oedit Daniel'S Test Restaurant	Approved	Daniel's Tasty Restaurant!	*****0000	12/1/2021	 

The 4th section shows Certification applications associated with the user's Account. This area will be unpopulated if no pre-certification applications have been initiated. The Action Icon index at the top of the section explains the actions that you can take for any given Certification application.

MY CERTIFICATIONS

ICON KEY FOR BELOW TABLE

 EDIT

 PRINT

 DELETE



Use the search field to easily locate a Certification record. Enter things like a Certification Number, a business/Location Name, or a Tax Year End Date to locate records. Enter at least 3 characters to search.

Search Enterprise Zone Certifications

1 of 1 (1 records total)

« « Previous Next » »

Page Size 20

Certification Number	Account Name	Certification Status	Pre-certification Number	Location/Business Name	Tax Year End Date	Tax Certificate Delivered	Actions
C-034465	Oedit Daniel'S Test Restaurant	Pending	P-205949	Daniel's Tasty Restaurant!	12/1/2021	<input type="checkbox"/>	 

The final section, pictured below, links back to the OEDIT website.

DOING BUSINESS

- Incentives & Financing
- Small Business
- Exporting
- Major Employers
- Demographics
- Workforce
- Foreign Direct Investment
- Diplomatic Relations
- Transportation & Infrastructure
- Property Search
- Regions
- Education
- Business Tools & Resources

KEY INDUSTRIES

- Advanced Manufacturing
- Aerospace
- Bioscience
- Creative Industries
- Defense & Homeland Security
- Electronics
- Energy & Natural Resources
- Financial Services
- Food & Agriculture
- Health & Wellness
- Infrastructure
- Engineering
- Technology & Information
- Tourism & Outdoor Recreation
- Transportation & Logistics

PROGRAMS & INITIATIVES

- byColorado
- Colorado Blueprint
- Film
- Innovation
- Minority Business Office

LIVING

- Arts & Culture
- Climate
- Cost of Living
- Health & Wellness
- Recreation
- Working Here

COLORADO PULSE

- News
- Blog
- Success Stories
- Press Releases

ABOUT US

CONTACT US

To start a new Pre-Certification application, scroll to the 2nd section of the Enterprise Zone Business Tax Credits application page and go to the row in the Application column that reads “Enterprise Zone PreCertification”. Click either the hyper link in the Application column or the “Apply” button in the Action column.

APPLY FOR OPPORTUNITIES

Application	Summary	Action
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Amend Request that a submitted Pre-Certification or Certification application be re-opened so that you can make changes.

Transfer A business owner may request that a Pre-Certification or Certification record be moved to a different Accountant/CPA.

Applications may be completed by business owners/representatives or tax preparers and 2nd parties acting on behalf of a business.

Click “Apply Now” to begin the application

ENTERPRISE ZONE PRE-CERTIFICATION

DO NOT CLICK THE BACK OR FORWARD BUTTON IN YOUR WEB BROWSER. THIS WILL CREATE NEW FUNDING APPLICATIONS AND WILL INTERFERE WITH THE PROCESS.

This Pre-certification system may be used by **BUSINESS OWNERS** or may be completed by **TAX PREPARERS** for businesses.

BUSINESS OWNER: A business owner will use their login and password for an account with this system specific to their business.

TAX PREPARER: A tax preparer will use their login and password for an account specific to the tax preparer and then all of their clients/businesses will be managed under the tax preparer's account.

Pre-Certification

Each businesses location must have been pre-certified in advance of an eligible activity in order to certify for and claim Enterprise Zone (EZ) income tax credits at the end of their fiscal year. Pre-certification is an annual requirement.

Pre-Certification documents that the business representative is aware of the EZ tax credits and that the credits are a contributing factor to the business investment plans in the coming year.

You are not required to identify which EZ credits you plan to take in this pre-certification application.

*If you certify for the EZ Vacant Commercial Building Rehabilitation tax credit, you will be required to provide evidence of the building's age (at least 20 years old) and vacancy condition (completely vacant for 2 years) prior the start of the remodel.

An approved Certificate for EZ tax credits must accompany the business' income tax filing with the Colorado Department of Revenue.

To create a new application for this opportunity, click the "Apply Now" button below.

[View Other Opportunities](#)

[Apply Now](#)

ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-

325459

Note the APP #. An application record has been created. If you do not complete and submit the application, you can return to it using the 'edit' action.

GUIDELINES

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

Pre-Certification Information

Please complete all fields. Required fields are designated with a red bar.

This application is to Pre-Certify a specific business location for activity that may be eligible to earn Enterprise Zone tax credits between the application date or the start of the fiscal/tax year (whichever is later) and the end of the fiscal/tax year. Pre-Certification is required annually and in advance of eligible activity.

Business' fiscal/tax year start date: [4/14/2021]

Business' fiscal/tax year end date: [4/14/2021]

Business Name/Location Name (Not the name of the tax preparer):

Select the Taxpayer ID type and number that will be used when filing the Colorado income tax return for this business.

Taxpayer ID Type: FEIN SSN ITIN CAN

Taxpayer ID Number. Note: Any certification and claim for EZ credits will only apply to this tax payer ID.

Name of Business Owner/Representative (not an external tax preparer):

Business Telephone Number:

Business Email:

Enterprise Zone:

If business activity is conducted at a location with a street address, select "Address".

If business activity is conducted where there is no street address, select "Description". You may enter latitude and longitude coordinates. The local zone administrator may require legal descriptions, lat/long coordinates, or a map to identify the business location relative to the Enterprise Zone.

When certifying for EZ tax credits you will report the sum of investments/jobs/wages for business activity at the address or location detailed in the Pre-Certification application.

Enter the start-date of the business's fiscal year.

Be sure to follow the date-format here. The date will prepopulate based on today's date. Please change if applicable

Each field with a red bar is a required field

These fields are to be completed with information for the business eligible for the EZ credits. Do not provide accounting or 2nd party info here

You can check your enterprise zone at oedit.colorado.gov/ez. Businesses not in the Enterprise Zone selected may be denied.

At the bottom of the page select one radio button for the business location. If there is an official address associated with the business, select the "Address" radio button. The system will map the address to verify whether or not it is in the Enterprise Zone.

If the business location has no official address (it may be a plot, well sites, a rail line) then select the “Description” radio button. The Local Zone Administrator will review documents you submit, and may request additional information, to determine if the business activity is within the Enterprise Zone.

If business activity is conducted at a location with a street address, select “Address”.

If business activity is conducted where there is no street address, select “Description”. You may enter latitude and longitude coordinates. The local zone administrator may require legal descriptions, lat/long coordinates, or a map to identify the business location relative to the Enterprise Zone.

When certifying for EZ tax credits you will report the sum of investments/jobs/wages for business activity at the address or location detailed in the Pre-Certification application.

Address
 Description



Note: Depending on your internet browser, you may land at various points on the next screen, which will require scrolling to the top of the page.

On the prior screen you had a choice to enter an Address or a Location Description

This screen below is the Address page. All fields are required.

Form if you have a physical address

ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-325459

GUIDELINES

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

Address - Physical location of Business facility in the Enterprise Zone

Address

City

State

Zip Code

County

Form if you have a location description

ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-325459

GUIDELINES

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

Description – Enter a description of a location where there is no official address.
The local zone administrator may require legal or county descriptions, lat/long coordinates, or a map to identify the business location relative to the Enterprise Zone.

County: --None--

Location Description

Please provide latitude and longitude coordinates for this location.

Latitude:

Longitude:

Note: To find your Latitude/Longitude coordinates on a map you can zoom to your location on a [Colorado Map](#) and drop a pin by double clicking. Your Latitude/Longitude coordinates will be displayed at the bottom.

Previous Next

From the drop-down menu, select the 2 digit North American Industrial Classification System code that best identifies the business activity conducted at this business location. Then, click "Next".

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ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-325459

The screenshot shows a web application interface. At the top, there is a breadcrumb trail: Home / Enterprise Zone Business Tax Credits / Enterprise Zone Pre-Certification. Below this is a navigation menu with 'GUIDELINES' and 'ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS'. The 'ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS' section is expanded, showing a form titled 'NAICS Sector'. The form includes a text box with the instruction: 'Select the North American Classification Sector that best represents your business. You may refer to www.census.gov/naics'. Below the text box is a dropdown menu labeled 'NAICS Sector' with the selected value '--None--'. At the bottom of the form are two buttons: 'Previous' and 'Next'. A red box highlights the 'Next' button. A separate text box on the right side of the form contains the text: 'A hyper-link takes you to the resource to learn more about and identify the correct NAICS sector and code.'

The options for the 6 digit NAICS Code are limited by the 2 digit Sector selected in the prior screen. Select the Code that best describes the business activity at this location. Then, click “Next”.

ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-325459

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ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION APP 325459

GUIDELINES

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

Attestation Statement

I, the business owner/authorized company official, certify that I am aware of the Enterprise Zone program, that Enterprise to the startup, expansion or relocation of my business in the Enterprise Zone, and I acknowledge that this Pre-certification the date that Pre-certification is granted by my local Enterprise Zone Administrator through the end of my business's current into the field below, you are agreeing to the above statement in its entirety.

I attest to the statement above I agree
 I disagree and do not wish to continue

Legal Name of Business Owner or Authorized Official

Title of Business Owner or Authorized Official

Tax Preparer Information

Tax Preparer Name Daniel Kim - Oedit Test Per

Tax Preparer Email dkim993@gmail.com

Tax Preparer Phone (303) 968-4085

Notes

Previous

Next

If you do not agree, you will get a warning and be returned to this page once you complete the remaining information and click "Next". You can click on one of the upper tabs to abort this application.

The name and title here should be of someone authorized by the business to conduct such activity.

These fields are pre-populated with information from the Account set-up.

This page provides a summary of the data you entered. Review it before clicking “Finish”. Once submitted the information cannot be altered. The record is for a specific business with a specific location, business tax year, and tax ID.

Pre-Certification Application Summary

Location:

Business Name/Location Name: Test Location

Pre-certification for tax year beginning date: April 1, 2015

Pre-certification for tax year end date: March 31, 2016

For Address/Description: jfdkfstjaskdjfdjfkf;ad Costilla

For Tax ID: 123456789

Enterprise Zone: Northwest EZ

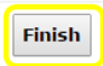
County: Costilla County

Attested:

Attestation: I agree

By: Mary Jones

This pre-certification is not yet complete. Please click “Finish” to continue to the next page where you may enter additional pre-certification applications or submit your application(s).



GUIDELINES

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

STATE OF COLORADO ENTERPRISE ZONE (EZ) LOCATIONS

Please lookup and confirm your Enterprise Zone on the [Enterprise Zone \(EZ\) Map](#)

Pre-certifications

page 1 of 1 « Previous Next » 1 records total

Pre-Cert #	Business/Location Name	Tax Year End	EZ/County	Location Address	Action
P-080131	Sonya's Soap Shop	12/31/2017	Adams County EZ Adams County	123 Adams Parkway Westminster, CO 80206	

Please continue to add additional pre-certifications by clicking the "Add Another Pre-certification" or select "Submit complete EZ pre-certification application" to complete the pre-certification submission. Pre-certifications are not editable. If there is a problem with any of these pre-certifications, please delete the pre-certification by clicking the delete icon in the action column and then re-enter it by clicking on "Add Another Pre-certification".

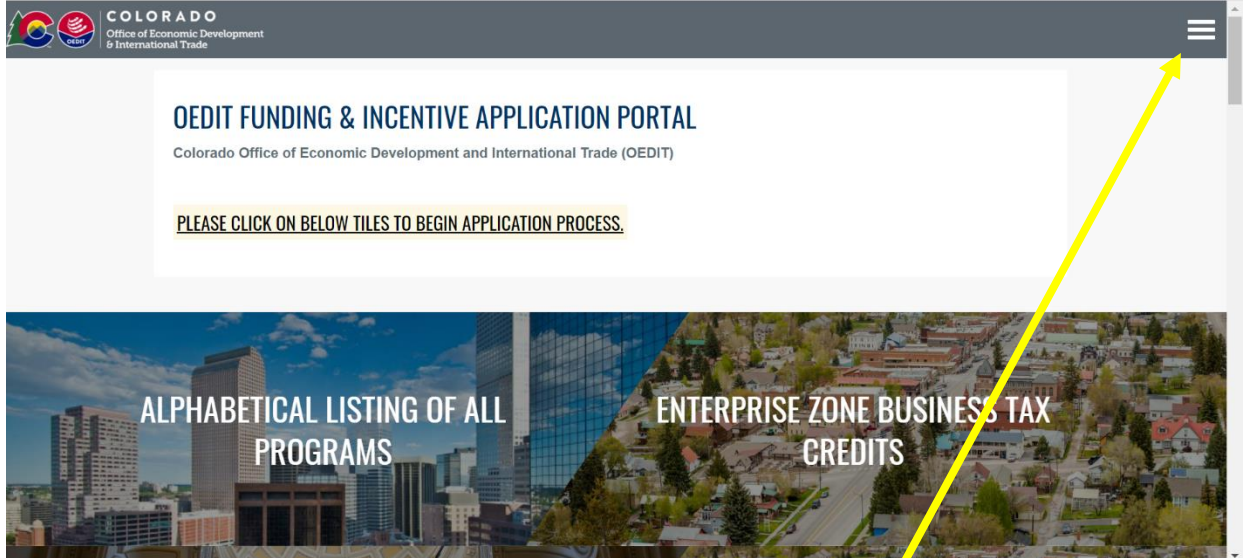
[Submit Pre-Certification Application](#) [+ Add Another Business/Location](#)

Notice the Pre-certification number (P-#####). If you are not ready to submit the application, but want to return to it later, you can search for this Pre-certification in the "My Pre-Certificationons" section on the Enterprise Zone Business Tax Credits landing page.

Click "Add another..." to apply for additional business locations under the same APP. This allows the user to pre-certify another business starting with the details/screen on pg. 9 of this guide. This option is handy for accountants pre-certifying for multiple clients in one sitting.

Click the trashcan icon in the Action column if you made a mistake and do not want to submit the application. Click the "Submit..." option to complete the application. A verification window pops up where you can confirm that you want to submit the application.

Once you click "OK" you're returned to the EZ landing page.



If you are finished working in the application portal, click the hamburger...
And then click "Logout".

