

Guide to Enterprise Zone Pre-Certification

Application Portal: <https://oedit.secure.force.com/oedit/>

LOGIN

Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system.
Login to view saved applications, check application status, or apply for funding opportunities.

Email Username

Password Password

Login

[Forgot Your Password?](#) | [New User?](#)

TIPS FOR THE ONLINE APPLICATION SYSTEM

1. Your Username is your Email.
2. Use one of the preferred browsers; Google Chrome, Mozilla Firefox or Safari.
3. If you are getting a "blank screen" or "error message" you need to clean out your Temporary Internet Files and Cache.
4. 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.

For further assistance registering or logging into the system, please contact Leasa Schwaebe at leasa.schwaebe@state.co.us.

Review the "Tips for the Online Application System".

Enter your "Username" and "Password". A Username is typically your Email Address.

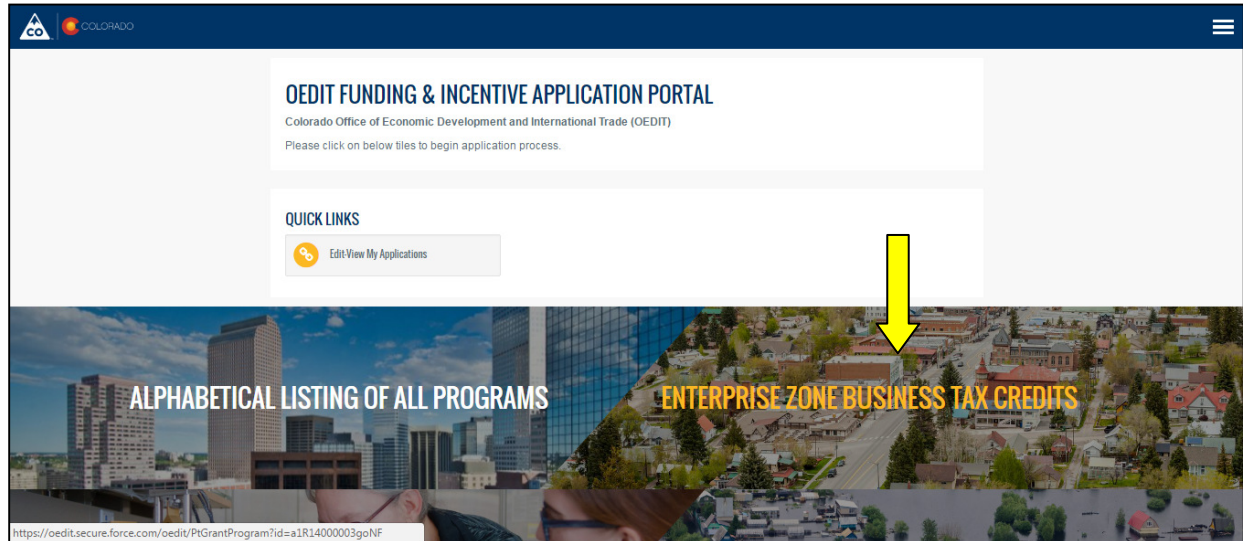
Passwords expire after 1 year. Click on "Forgot Your Password" if your password has expired or you've forgotten it; you can update it.

Note the option to create a New User account if you don't already have one.

Click the "Login" button.

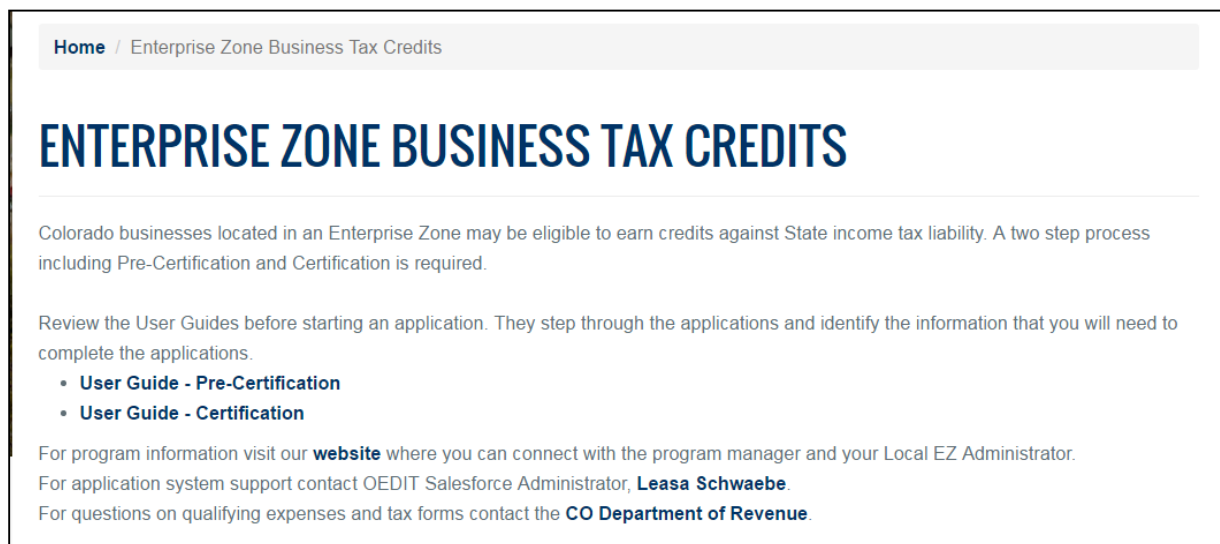
Guide to Enterprise Zone Pre-Certification

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.



Guide to Enterprise Zone Pre-Certification

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 FUNDING 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.

Guide to Enterprise Zone Pre-Certification

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.

ACTION ICON INDEX:
 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 2 (39 records total) << Previous Next >> Page Size 20


Application	Pre-certification Number	Pre-certification Status	Location/Business Name	Taxpayer Id	Tax Year End Date	Actions
APP-29770	2014-P-019141	Approved	Test Record- Lemonade Stand	*****6789	12/30/2014	 
APP-30178	2014-P-019332	Approved	Test Record	123	12/31/2014	 


Guide to Enterprise Zone Pre-Certification


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

ACTION ICON INDEX:

 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

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Certification Number	Certification Status	Pre-certification Number	Location/Business Name	Tax Year End Date	Actions
2014-C-000310	Denied		1	12/31/2014	
2014-C-000311	Denied		1	12/31/2014	
2014-C-000312	Denied		1	12/31/2014	

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

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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 Pre-Certification”. Click either the hyper link in the Application column or the “Apply” button in the Action column.

APPLY FOR FUNDING 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.

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.

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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.

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

[View Other Opportunities](#) [Apply Now](#)

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ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-091864

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:

Business' fiscal/tax year end date:

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:

Street address, select "Address".
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(es) location detailed on the Pre-Certification application.

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.

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

This is a format guide showing the current date.

The end-date pre-populates with the coming calendar year end-date. Over-write if appropriate.

The red bars **|** denote required fields.

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.

Know in which Enterprise Zone the business is located. Business locations not in the EZ 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.

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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

Next

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.

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ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-091864

GUIDELINES

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

Address - Physical location of Business facility in the Enterprise Zone

Address

City

State

Zip Code

County

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ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-53734

GUIDELINES

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

Address - Physical location of Business facility in the Enterprise Zone

Address

City ?

State CO ▾

Zip Code ?

County --None-- ▾

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Mouse over for additional information

This is the Description page

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

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Contact the local EZ Administrator to find out what documentation they require to verify that the business location is in the Enterprise

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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-091864

GUIDELINES

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

NAICS Sector
Select the North American Classification Sector that best represents your business. You may refer to www.census.gov/naics

NAICS Sector: --None--

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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 (EZ) PRE-CERTIFICATIONS

NAICS Code Description
Select the North American Classification Code that best represents your business. You may refer to www.census.gov/naics

NAICS Code: --None--

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ENTERPRISE ZONE PRE-CERTIFICATION APPLICATION: APP-53734

GUIDELINES

ENTERPRISE ZONE (EZ) PRE-CERTIFICATIONS

Attestation Statement
I, the business owner/authorized company official, certify that I am aware of the Enterprise Zone tax credits are a contributing factor to the startup, expansion or relocation of my business into the Enterprise Zone, and I acknowledge that this Pre-certification is for activities that shall only be conducted within the Enterprise Zone. Pre-certification is granted by my local Enterprise Zone Administrator through the end of the current tax year. By typing your name into the field below, you are agreeing to the above statement.

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

Tax Preparer Email

Tax Preparer Phone

Notes

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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.

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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.

<p>Pre-Certification Application Summary</p> <p>Location:</p> <p>Business Name/Location Name: Test Location</p> <p>Pre-certification for tax year beginning date: April 1, 2015</p> <p>Pre-certification for tax year end date: March 31, 2016</p> <p>For Address/Description: jfdkfjaskdjfdjkf;ad Costilla</p> <p>For Tax ID: 123456789</p> <p>Enterprise Zone: Northwest EZ</p> <p>County: Costilla County</p> <p>Attested:</p> <p>Attestation: I agree</p> <p>By: Mary Jones</p> <p>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).</p> <hr/> <div>Finish</div>
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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

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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

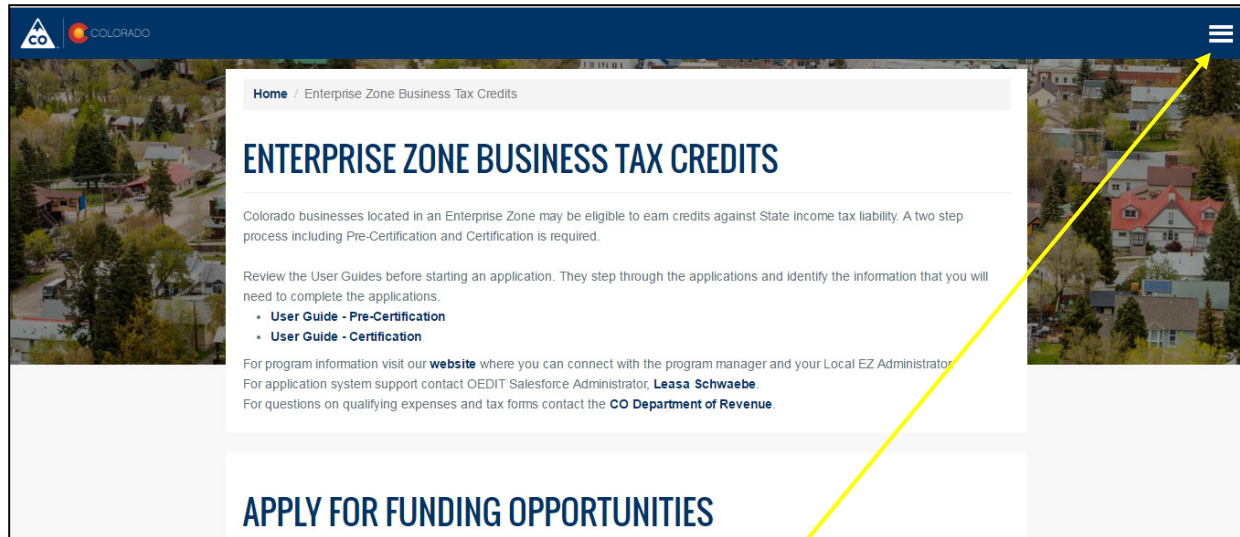
Notice the Pre-certification number (P-#####). If you are not ready to submit the application, but want to return to it later, you can search for this Pre-certification in the "My Pre-Certifications" section on the Enterprise Zone Business Tax Credits landing page.

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.

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If you are finished working in the application portal, click the hamburger...

And then click "Logout".

