

BUSINESS EMPLOYMENT INCENTIVE GRANT PROGRAM INFORMATION AND INSTRUCTIONS FOR ANNUAL PROGRESS REPORTING

OVERVIEW

The Business Employment Incentive Program Instructions are designed to provide information to our customers in advance of the report filing due dates.

IMPORTANT PROGRAM/REPORTING INFORMATION

Report Submission Dates:

- Fully and properly completed 2015 Annual Progress Report documentation must be submitted via the EDA's secure online portal no later than March 1, 2016. Attempts to submit after March 1, 2016 will not be accepted and will result in forfeiture of the 2015 award.
- Annual Reports must be submitted with complete and accurate information using the [2015 BEIP Annual Reporting Template](#) provided (previous versions of the excel template will not be accepted by the portal).
- In order to submit the 2015 BEIP Annual Progress Report, all issues must be addressed before a confirmation is granted. Failure to resolve the outstanding issues will prohibit you from filing your 2015 BEIP Annual Progress Report and will result in forfeiture of the 2015 award.

2015 BEIP ANNUAL PROGRESS REPORTING

Please Note: The Annual Progress Report and PA Report will be used to determine the amount of grant. **Do not include earnings or withholdings incurred prior to the date the MET was reached.**

All of the following items **must** be included in the **Annual Progress Report** submission:

1. [2015 BEIP Annual Reporting Template](#) Excel workbook containing the following required report worksheets/tabs: a.) Project b.) Annual Report c.) PA Report (if applicable)

Please note that since your grant has matured on a date prior to or on 12/31/2015, all wages and withholdings listed on the annual report must be pro-rated to their actual amounts as of the maturity date.

2. Fully executed and attested (witnessed) copy of **Exhibit C** (located in the final section of Grant Agreement);
3. Fully executed and attested (witnessed) copy of **Exhibit D** (located in the final section of the Grant Agreement);
4. Copy of **2015 New Jersey Division of Taxation W-3 Reconciliation form**. A W-3 should be provided for every taxpaying entity listed in the Grant Agreement. If a payroll company is used, a copy of the 2015 **New Jersey** Annual Statement of Deposit and Filings can be submitted in lieu of the NJ W-3;
5. Completed and executed [New Jersey Division of Taxation NJ-9000](#) form for each taxpaying entity listed in the Grant Agreement;
6. Copies of **W-2s for Pennsylvania residents** (ONLY if PA Report is required);
7. Fully executed and attested (witnessed) [2015 BEIP Exhibit C-1 Annual Progress Report](#);
8. [Tax Clearance Certificate](#)

The 2015 BEIP Exhibit C-1 Annual Progress Report will capture all new hires and/or terminations between the maturity date and 12/31/2015.

The [2015 BEIP Annual Reporting Template](#) must be used when submitting the 2015 Annual Report.

If the required template is not used, no part of your submission will be accepted until a compliant version has been submitted and accepted by the online portal.

Filing information for all entities at all locations will be input using a single report template.

Please refer to the [Comprehensive iDMS Annual Report Template Instructions](#) for specific guidance on completing each worksheet.

Important to Note when completing the Annual Report and/or PA Report worksheet:

If a BEIP eligible employee is terminated and replaced by an existing, non-eligible employee (employed in NJ prior to Board Approval), the non-eligible employee's prior position must be backfilled by a newly hired employee who shall not be counted as a New Employee under the grant.

If a non-eligible employee is terminated, the replacement employee is not eligible to be considered a New Employee under the grant.