
CAROLINE COUNTY GOVERNMENT
APPLICATION FOR FIVE YEAR MANUFACTURER’S TAX CREDIT PROGRAM

Authority: Code of Public Local Laws of Caroline County, Maryland; Chapter 166, Taxation, Article II, §166-11

APPLICANTS: A COPY OF THE CAROLINE COUNTY REAL PROPERTY TAX BILL REFLECTING THE EXPANSION OR NEW ADDITION MUST BE ATTACHED TO THIS APPLICATION IN ORDER FOR IT TO BE CONSIDERED.

SECTION 1. General Information

Applicant/Corporate Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

Website Address: _____

Name and Address of Resident Agent for Corporation:

Name, Title, Telephone Number and Email Address of Contact Person Regarding this Application:

Mailing Address and Street Location of Property for which Credit is being sought (“Subject Property”), and Building Identification, if any:

SECTION 2. Description of Subject Facility/Property **PRIOR TO** Expansion or New Construction.
(Photographs, digital or otherwise, are welcomed but not required for Sections II and III.)

Type of manufacture or operation:

Assessed value (Prior Tax Bill):

Number of full-time employees at this location:

Annual aggregate dollar amount of payroll at this location:

Name and corporate relation to prior owner (if owned within 5 years of application date):

Property description (type of construction, gross square footage, approximate size of parcel):

SECTION 3. Description of Subject Facility/Property **RESULTING FROM** Expansion or New Construction.

Type of improvement (expansion; new construction):

Type of manufacture or operation:

Current assessed value (Current Tax Bill):

Number of full-time employees at this location:

Annual aggregate dollar amount of payroll at this location:

Month/Year of Improvement Groundbreaking:

Month/Year of Improvement Completion/Occupancy:

Description of Improvements:

SECTION 3. Tax Information.

Are there any unpaid real property taxes or business personal property taxes on the subject property?

If yes, list types of taxes, amount due, and year tax was due.

If under appeal, attach copy of appeal, indicate date filed and status of appeal.

Has current year business personal property tax return on the subject property been filed with the Maryland Department of Assessments and Taxation?

SECTION 4. Benefit Information

What benefits are currently being provided for all full-time employees at the subject property? (Check all that apply)

Vacation Leave _____ Sick Leave _____ Personal Leave _____

Other Leave _____ (please describe):

Disability Insurance _____ Pension _____ Profit Sharing _____

Health Insurance (Indicate Employer Cost Share of Individual and Family Coverage) _____

SECTION 5. Authorization, Affirmation, and Oath.

The applicant hereby authorizes a representative of the Caroline County Tax Office to perform a limited audit of the applicant’s payroll records for the subject property to the extent necessary to ascertain whether the applicant satisfies the requirement specified in Section 166-14, Paragraph B regarding the creation of 15 new full-time positions and filling of those positions, with the understanding that information obtained will remain confidential with the exception of the extent to which applicant meets or does not meet this requirement.

Applicant understands that:

1. Tax credits cannot take effect until the subject property is placed on the Caroline County tax roll by the Caroline County Office of the Maryland Department of Assessments and Taxation;
2. Tax credit recipients must annually recertify that the requirements for the grant of the credit continue to be met; and
3. Caroline County has no authority to grant credits on Town or State taxes. Applicant has full responsibility for timely payment of these taxes.

I do hereby swear and affirm under the penalties of perjury that, to the best of my knowledge, information and belief, all the statements set forth in this application are true and correct, and that the requirements of Chapter 166, Article II, Real Property Tax Credits for Manufacturers, as set forth in the Code of Public Local Laws of Caroline County, as amended, will be met throughout the period for which this credit may be granted.

Signature of President or CEO of Applicant: _____

Print Name and Title: _____

Date: _____

If property for which credit is being sought is leased by applicant, please attest below. This application must be accompanied by a copy of the lease or other proof that lessee is liable for real property taxes.

Signature of Lessor: _____

Print Name: _____

Date: _____

NOTARIZATION

I HEREBY CERTIFY That on this _____ day of _____, 20____ before me, a Notary Public of the State of Maryland, personally appeared _____, and acknowledged the above signature to be his/her act.

WITNESS my hand and Notarial Seal _____

NOTARY PUBLIC

- Application checklist:** _____ Completed and signed Application, including notarization
_____ Copy of Caroline County Real Property Tax Bill
_____ Copy lease or other proof that lessee is liable for real property taxes
(if applicable)

Please mail completed application packets to:

County Commissioners of Caroline County
Attn: Sara Visintainer
Courthouse
109 Market St., Room 123
Denton, MD 21629