

Santa Clarita Valley ENTERPRISE ZONE

Voucher Application Handbook For Businesses

Contact Information

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STEPS FOR SUBMITTING AN ENTERPRISE ZONE VOUCHER APPLICATION

One packet is needed for each employee. For each packet, you must include the following:

1) FILL OUT THE STATE OF CALIFORNIA ENTERPRISE ZONE HIRING TAX CREDIT VOUCHER APPLICATION

- a. Employer **must** complete sections I, II, and III on **Page 1 only**.
(Note: The home address of the employee is that of date of hire).
- b. Page 2 is completed by the Santa Clarita Valley Enterprise Zone Vouchering Agent.

2) DETERMINE EMPLOYEE'S QUALIFYING CRITERIA

- a. If employee is qualifying as an *Economically Disadvantaged Individual*, then Employer must complete the following:
 - i. **Enterprise Zone Hiring Tax Credit Income Verification Worksheet (if applicable)**
 1. Employer completes all of sections I, III, and V.
 2. Section II is completed by the Santa Clarita Valley Enterprise Zone Vouchering Agent.
 3. Section IV is to be signed by the employee if the employee was self-employed or received no income during the 90 days preceding the date of hire.
- b. If employee is qualifying under different criteria, proceed to Step 3

3) PREPARE PAYMENT FOR VOUCHER APPLICATION(S) AS FOLLOWS:

- a. **Check or Credit Card Authorization Form made payable to the City of Santa Clarita.** Payment of the application fee must be received with the application. A Non-Refundable Processing Fee of \$115.00 for each Voucher Application.

**This fee will be collected regardless of whether the Enterprise Zone Voucher Application results in the issuance of a Voucher or a denial.*

Note: Voucher requests cannot be processed without an accompanying payment.

- b. **Use a separate payment for each business location.** For example, if you have vouchers for three separate business locations, there should be three separate checks, one for each location. (Note: Locations must be within the Enterprise Zone.)

4) ORDER ALL OF THE FOLLOWING DOCUMENTS AND MAIL TO THE ADDRESS BELOW:

- a.** A cover letter listing the total number of vouchers and total fee submitted (i.e. Enclosed is a check in the amount of \$575.00 for 5 vouchers, \$115 x 5 = \$575, for ABC Company.)
- b.** STATE OF CALIFORNIA Enterprise Zone Hiring Tax Credit Voucher Application
- c.** STATE OF CALIFORNIA Enterprise Zone Hiring Tax Credit Income Verification Worksheet (If applicable)
- d.** Supporting Documentation (See attached Categories of Eligibility)

Voucher applications packets sent via USPS should be mailed to:

City of Santa Clarita
Attn: Alicia Parra
23920 Valencia Blvd., Suite 100
Santa Clarita, CA 91355

Voucher applications packets sent via UPS or FedEx should be mailed to:

City of Santa Clarita
Attn: Alicia Parra
25650 Rye Canyon Road
Santa Clarita, CA 91355

Please keep copies for your records as we will retain the supporting documents that you submit for our files.

Processing Time

It is our intention to provide you with the highest level of customer service; we will process all vouchers in 30 days from the date the completed voucher request is received.

Thank you for participating in the Santa Clarita Valley Enterprise Zone process. We look forward to serving you in the future as your business needs arise.