

**TECHNOLOGY INVESTMENT TAX CREDIT PROGRAM
TAX CREDIT CERTIFICATE REQUEST FORM**

INSTRUCTIONS

All documents, schedules, deadlines and contact information is available online at
www.development.ohio.gov/tech/titc

Prior to filling out this application, investors should read the *TITC Program Guidelines*

The purpose of this form is to allow one investor to provide proof of a previously approved investment into an eligible entity to receive one tax credit certificate. The investment must be completed and this Tax Credit Certificate Request Form must be received by TITC staff at the address listed below within 120 days from the investment approval date. Tax Credit Certificates are typically processed and mailed out within 2 months of request submission.

Each person or legal entity requesting a tax credit certificate must fill out a separate form. Please complete this form, print out, sign, notarize and submit single-sided pages without staples to the TITC Program Office. Groups may submit multiple complete forms with attachments together bound by paperclips or binder clips.

PLEASE NOTE: Incomplete or illegible Tax Credit Certificate Requests will be returned to the investor. If you are submitting multiple requests for a group investment, please submit each individual Tax Credit Certificate Request (including attachments) bound by a paperclip. Please do not staple any of the documents.

CHECKLIST

Applicant	TITC Staff	
		Pages Submitted _____
		Investment made within 120 days of TITC Committee Investment Approval
		Attachment K (Form K signed and notarized)
		Attachment L (Form L signed and notarized)
		Attachment M
		Attachment N
		Attachment O

Investor Name:	
Entity Receiving Investment:	

TITC Staff:	Date:
Approval:	Tax Credit #
Notes:	

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A) Investor Information

Individual Investor <input type="checkbox"/>			
<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.		
<input type="checkbox"/> Ms.	<input type="checkbox"/> Dr.		
<i>Full Name</i>		<i>SSN</i>	
Entity/Fund Investor <input type="checkbox"/>			
<input type="checkbox"/> Corp	<input type="checkbox"/> LLC		
<input type="checkbox"/> LP	<input type="checkbox"/> LLP		
<i>Entity Name</i>		<i>FTID</i>	
<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.		
<input type="checkbox"/> Ms.	<input type="checkbox"/> Dr.		
<i>Company Contact Name</i>		<i>Position</i>	
Contact Information			
Address:		County:	
City:	State:	ZIP Code:	
Phone:	Email:		

B) Investment Information

Entity Receiving Investment:			
Date Investment Approved (mm/dd/yyyy)			
Date Investment Completed (mm/dd/yyyy):			
Investment Approved:	\$		
Investment Completed:	\$		
Tax Credit Requested:	<input type="checkbox"/> 25% <input type="checkbox"/> 30%	\$	

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C) Attachments

The following five attachments are required for each Tax Credit Certificate Request. Requests submitted without these attachments will be returned to the investor.

Attachment K

A complete and notarized Investor Certification. Use Form K below.

Attachment L

A complete and notarized Company Certification. Use Form L below.

Attachment M

Proof that monies transferred from an investor controlled account to the company.

- Typically investors provide a cancelled check, copied front and back, or fund transfer records.

Attachment N

Proof that the company received the investment and deposited it into a company controlled account.

- Typically this is a copy of the bank's deposit receipt identifying each deposit by investor name and amount.
- Alt: a bank letter stating the investors' names, deposit amounts and date of each deposit.

Attachment O

A copy of the stock certificate or a copy of the signed and dated subscription agreement.

- Alt: a dated and notarized cap table accompanied by a company letter summarizing the investment terms.

(Table must show the investor's name, investment amount, ownership interest and % of total ownership.)

Please do not submit this page. Submit completed applications with attachments to:

Technology Investment Tax Credit Program
Ohio Department of Development
77 S. High Street, 25th Floor
Columbus, Ohio 43215

FORM K: INVESTOR CERTIFICATION

This letter is to be completed by the investor who made the qualified investment. **The form must be notarized.**

I hereby certify that I, _____
FULL NAME

have made a qualified cash investment of _____
AMOUNT

into _____
ENTITY

on _____
DEPOSIT DATE

. I certify that my cash investment was made within the _____ -day window
DAYS
(120 days is default)

after approval by the ITEAC and the Ohio Department of Development and I attest to the fact that my investment meets all of the criteria laid out in the investor application as well as the instruction packet, TIC Program Summary, Process and Guidelines, as it applies to making a qualified investment. I request the issuance of a tax credit certificate for my investment.

Sincerely,

SIGNATURE

Notarization Required

NAME (typed)

DATE

Sworn to and subscribed in my presence by _____ this _____ day of _____.
APPLICANT

Notary

FORM L: COMPANY CERTIFICATION

This letter is to be completed by the Ohio Entity receiving investment. **The form must be notarized.**

This serves as documentation that _____
has made a qualified cash investment in _____
on _____
INVESTOR NAME
OHIO ENTITY NAME
DATE

in the amount of _____ . As a result of this cash investment
INVESTMENT AMOUNT

the aforementioned investor will receive equity ownership in form of newly issued

FORM OF OWNERSHIP . I **COMPANY OFFICIAL NAME** **TITLE**

on behalf of _____ , hereby certify that the
OHIO ENTITY NAME

aforementioned Investor and the Investment is in compliance with the statutory requirements
of the Technology Investment Tax Credit Program and certify that the company equity issued
to the investor for this investment is not in violation of any Federal or State SEC regulations.

SIGNATURE **TITLE**

NAME (typed) **DATE**

Notarization Required

Sworn to and subscribed in my presence by _____ this _____ day of _____.
APPLICANT

Notary