



Instructions for Form CT-634

Empire State Jobs Retention Program Credit

CT-634-I

General information

The Tax Law provides a credit to taxpayers who are participants in the Empire State Jobs Retention Program and are subject to tax under Articles 9-A, 22, or 33.

A business enterprise must submit a completed application to Empire State Development (ESD). If ESD determines that a business entity will be a participant in the program, it will issue the entity a certificate of eligibility, a preliminary schedule of benefits, and a certificate of tax credit for one tax year. To receive a certificate of tax credit for subsequent tax years, the participant must demonstrate to ESD that the entity continues to satisfy the eligibility criteria. For more information about the Empire State Jobs Retention Program application and approval process, visit ESD's website at esd.ny.gov.

A taxpayer that has been issued a certificate of tax credit by ESD will be allowed to claim the credit. The certificate of tax credit will indicate the amount of the credit that may be claimed for the tax year. A taxpayer will be allowed to claim only the amount listed on the certificate of tax credit for that tax year. A copy of the certificate of tax credit must be attached to the taxpayer's return.

A business accepted into the Empire State Jobs Retention Program must agree to be permanently disqualified for Empire Zone benefits at any location that qualifies for Empire State Jobs Retention Program benefits.

Eligibility – To be eligible to participate in the program, a business entity must:

- operate predominantly in New York State in certain industries;
- be located in a county in which an emergency has been declared by the governor on or after January 1, 2011;
- demonstrate substantial physical damage and economic harm resulting from the event leading to the emergency declaration by the governor; and
- have had at least 100 full-time equivalent jobs in the county in which an emergency has been declared by the governor on the day immediately preceding the day the event leading to the declaration occurred, and must retain or exceed that number of jobs in New York State.

The following businesses are not eligible for the program:

- a not-for-profit entity;
- a business entity whose primary function is the provision of services, including personal services, business services, or the provision of utilities;
- a business entity engaged predominantly in the retail or entertainment industry;
- a business engaged in the generation or distribution of electricity, the distribution of natural gas, or the production of steam associated with generation of electricity;
- a business entity that is not in compliance with all worker protection and environmental laws and regulations;
- a business entity that owes past due state taxes; or
- a business entity that owes local property taxes for any year prior to the year the business applies to participate in the program.

The credit may be claimed for up to ten consecutive tax years provided the participant continues to meet the eligibility requirements. The benefit period begins in the first year the participant receives a certificate of tax credit from ESD, or the

first tax year listed on the preliminary schedule of benefits, whichever is later. If the participant fails to satisfy the eligibility criteria for any one year, it will lose the ability to claim the credit for that year. The inability to claim the credit for any one year will not extend the original ten-year eligibility period.

The credit is equal to 6.85% of the gross wages paid for the impacted jobs. The participant will receive a certificate of tax credit from ESD annually specifying the amount of the credit allowed for that year.

Any cost or expense paid or incurred that is included as part of the calculation of this credit may not be used as the basis for any other tax credit.

The amount of the credit allowed cannot reduce the tax due to less than the minimum tax due under Article 33, or the fixed dollar minimum tax under Article 9-A.

The credit is **not** allowed against the metropolitan transportation business tax (MTA surcharge) under Article 9-A or 33.

Any unused amount of credit for the current tax year will be treated as a refund or overpayment of tax to be credited to next year's tax. Interest will not be paid on the refund or overpayment.

If a certificate of eligibility or a certificate of tax credit is revoked because you do not meet the eligibility requirements, you must recapture the amount of credit previously claimed prior to that revocation. The amount of credit to be recaptured must be added back to tax for the tax year in which the revocation becomes final.

Definitions

Certificate of eligibility means the document issued by ESD to an applicant that has completed an application to be admitted into the Empire State Jobs Retention Program and has been accepted into the program by ESD. Possession of a certificate of eligibility does not by itself guarantee eligibility to claim the tax credit.

Certificate of tax credit means the document issued to a participant by ESD, after ESD has verified that the participant has met all applicable credit eligibility criteria. The certificate will be issued annually if such criteria are met and will specify the exact amount of the credit that a participant may claim, and will specify the tax year for which the credit may be claimed.

Participant means a business entity that has completed an application to be admitted into the Empire State Jobs Retention Program, has been issued a certificate of eligibility by ESD, has demonstrated that it meets the eligibility requirements of the Empire State Jobs Retention Program, and has been certified as a participant by ESD.

Line instructions

Line A – Year of eligibility

You may claim the credit for 10 consecutive tax years starting with the first tax year for which you receive a certificate of tax credit or the first tax year listed on your preliminary schedule of benefits, whichever is later. Enter a number from 1 to 10. Failure to qualify for credits for any of those years does not extend the 10-year benefit period.

Line B – If you are claiming a credit passed through to you from a partnership, mark an **X** in the box.

Line C – Enter your Empire State Jobs Retention Program certificate number from your certificate of tax credit issued by ESD.

Schedule A – Computation of credit

The amount you are eligible to claim for this tax year is shown on your certificate of tax credit.

Line 1 – Enter the amount of your credit, which can be obtained from your certificate of tax credit issued by ESD. Attach a copy of your certificate.

Line 3 – New York S corporations: Transfer this amount to Form CT-34-SH, *New York S Corporation Shareholders’ Information Schedule*, and provide your shareholders with their pro rata share of line 3. The shareholder will enter that amount on Form IT-634, *Empire State Jobs Retention Program Credit*.

Line 4 – If a certificate of eligibility or a certificate of tax credit issued by ESD is revoked because you do not meet the eligibility requirements of the credit, the amount of all credits previously allowed and claimed by you under Tax Law section 36 prior to that revocation must be added back to your tax for the tax year in which the revocation becomes final. **New York S corporations:** Only complete this line if reporting a recapture.

If you are a corporate partner, include your share of the partnership recapture here.

New York S corporations: Report the recapture on Form CT-34-SH. Notify your shareholders that they must recapture all previously claimed credits on Form IT-634. Do not complete lines 5 through 14.

Line 5 – C corporations: If the amount on line 3 is greater than the amount on line 4, subtract line 4 from line 3. This is the amount of your credit; continue with the rest of this form.

If the amount on line 4 is greater than the amount on line 3, you have a net recapture amount; subtract line 3 from line 4 and enter the result with a minus sign (-). Transfer the line 5 amount (with the minus sign) to the appropriate line of the tax credits section on your franchise tax return. Do not complete lines 6 through 14.

Schedule B – Computation of Empire State jobs retention program credit used, refunded, or credited as an overpayment to the next year (New York S corporations do not complete this schedule)

Line 6 – Enter your tax due before credits using the *Lines 6 and 9 entries table* below.

Line 7 – If you are claiming more than one tax credit for this year, enter the total amount of credits claimed before applying this credit. Otherwise, enter 0. You must apply certain credits before the Empire State jobs retention program credit. Refer to the instructions for your franchise tax return to determine the order of credits that applies.

Article 9-A filers: Refer to Form CT-600-I, *Instructions for Form CT-600, Ordering of Corporation Tax Credits*, for the correct order of credits.

If you are included in a combined return, include any amount of tax credits being claimed by other members of the combined group, including the Empire State jobs retention program credit, that you wish to apply before your Empire State jobs retention program credit claimed on this form.

Line 9 – Enter your minimum tax using the *Lines 6 and 9 entries table* below.

Lines 6 and 9 entries table

If you filed	Enter on line 6 any net recapture of other tax credits plus the amount from	Enter on line 9 the minimum tax below
Form CT-3	Part 2, line 2	Part 2, line 1c
Form CT-3-A	Part 2, line 2	Part 2, line 1c
Form CT-33	Line 11	250
Form CT-33-A	Line 15	Line 4 plus line 12
Form CT-33-NL	Line 5	250

Lines 11, 13, and 14 – Enter on line 11 the lesser of line 5 or line 10. Transfer these amounts to your franchise tax return.

Partnership information

Only complete this section if you were a partner in a partnership and received a share of the credit from that entity. Enter the name, employer identification number (EIN), and amount passed through to you from each partnership. Obtain this amount from the partnership.

Additional forms: If you have more entries than will fit on the lines provided, submit additional Forms CT-634, completing only this section. Include the partnership name and employer identification number on each form. On the indicated lines of the first Form CT-634, include the totals from all additional Forms CT-634. Place the extra forms behind the first Form CT-634 and submit them with your return.

You must attach a copy of the partnerships certificate of tax credit issued by ESD to Form CT-634.

Line 15 – Total the credit amount and enter the total on line 15. Also, enter this amount on line 2.