

LOUISIANA ECONOMIC DEVELOPMENT



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1 Overview

FastLane is the system used to manage Louisiana's business incentive programs that are approved by the Board of Commerce and Industry. The FastLane website is a secure online interface that allows users to electronically send data directly to Louisiana Economic Development's internal FastLane database. It is designed for individual users managing one company or consultants who manage multiple companies' data.

1.1 Available Incentive Programs

- Quality Jobs (QJ)
- Enterprise Zone (EZ)
- Restoration Tax Abatement (RTA)
- Industrial Tax Exemption (ITE)
- Motion Picture Industry Development Tax Credit (Film)
- Digital Interactive Media and Software Development Incentive (Digital)

1.2 FastLane Functionality

- Register as a user to manage one or many companies' business incentive data
- Create and submit Advance Notifications online
- Create and submit Applications for incentive programs
- Create and submit AFC and PCRs¹
- Make payments online.
- Users can save partial data and finish entry at a later time for advances and applications
- Users can track the status and activity of their applications
- Utilize enhanced features (e.g., validations, look-ups and calculations) while entering an application
- Review history of past and current advance notifications and applications submitted online
- Search Advances and Applications in the FastLane database online
- Search the Assessor's Report

¹ Note: Submitting Compliance Documentation online, such as AFC or PCRS, is currently disabled due to fee changes.

2 Login

FastLane is a secure system, requiring all users to have a login and password.

Enter your username and password, then click the “Login” button. Upon logging in, users will be directed to the FastLane Main Menu.

Users without an account must register by clicking “Register” at the top of the screen. See [Register](#) section for more information on registration.

LED LOUISIANA ECONOMIC DEVELOPMENT

FASTLANE

Login Register Search Assessors Report

WHAT IS FASTLANE?
FastLane is the system that manages Louisiana's business incentive programs that are approved by the Board of Commerce and Industry. The FastLane website is a secure online interface that allows users to electronically send data directly to Louisiana Economic Development's internal FastLane database. It is designed for individual users managing one company or consultants who manage multiple companies' data.

WHAT INCENTIVES ARE AVAILABLE?

- Enterprise Zone
- Industrial Tax Exemption
- Quality Jobs
- Restoration Tax Abatement
- Motion Picture Industry Development Tax Credit
- Digital Interactive Media and Software Development Incentive

WHAT CAN MY COMPANY DO IN FASTLANE?

- Search publicly available Advances and Applications
- File, save, and pay for Advance Notifications
- File, save, and pay for Applications
- File Project Completion Report (PCR) and Affidavit of Final Cost (AFC)
- On-line credit card and e-check payment
- Track Application status
- Review history of Advance Notifications and Applications

LOGIN HERE

Username: blueskies

Password: ●●●●●●●●

Login Need an account? Register here.

For help please contact the [FastLane Helpdesk](#) or call (225) 342-3000.

If you need help using FastLane, click here to download the [Online User's Manual](#).

NEW TO FASTLANE?
[Click here to register as a new user](#), if you have never used the FastLane website. If you already have an account, enter your username and password in the login box.

3 Search

Anyone can search the advances and applications for public projects online, by clicking on the “Search” link at the top of the screen. This will allow users to search “Applications” or “Advances” based on their selection.

3.1 Applications

QJ, EZ, RTA and ITE applications are searchable once they have been Board Approved. Film and Digital applications are searchable once they have received Initial Certification.

The Application search can be filtered or all results can be searched, if no search filters are entered, simply click the “Submit” button.

Click the “Export Data to Excel” button to generate an Excel reflecting the search results.

Click on the ‘Application #’ to see the details of each Application.

FASTLANE

Login Register Search Assessors Report

SEARCH APPLICATIONS

Incentive Program: QJ
 Status of Award: Terminated

COMPANY INFORMATION

Company Name: NAICS Code:

PROJECT IDENTIFIERS & LOCATION

Parish: No Parish Region: All City:
 Project Name/Production Title: Application Number: Film/Digital ID:

PROJECT DATES

Project start Date: From: To: Project End Date: From: To:
 Application Received Date: From: To: Board Approved Date: From: To:
 Initial Certification Date: From: To: Final Certification Date: From: To:

ESTIMATED JOBS, PAYROLL, EXPENDITURES, & INVESTMENTS

Estimated New Jobs: Minimum: Maximum: Total Investment Range: Minimum:\$ Maximum:\$
 Estimated LA Payroll: Minimum: Maximum: Estimated LA Expenditure: Minimum:\$ Maximum:\$

ACTUAL JOBS, PAYROLL, & BENEFIT AMOUNT

Jobs Created: Minimum: Maximum: Actual LA Payroll: Minimum:\$ Maximum:\$
 Benefit Amount: Minimum: Maximum:

Submit

NOTE: Click on the Application # to see the details of each Application Notification. Export Data to Excel

APPLICATION #	PROGRAM	STATUS OF AWARD	COMPANY NAME	PROJECT NAME / PRODUCTION TITLE	ESTIMATED NEW JOBS	ESTIMATED LA PAYROLL	ESTIMATED LA EXPENDITURES	ESTIMATED TOTAL INVESTMENT	BENEFIT AMOUNT
040802-QJ	QJ	Terminated	Antares Technology Solutions, Inc	Employee Expansion - New Orleans	10	\$2,921,789.00		\$100,000.00	\$6,707.00
050893-QJ	QJ	Terminated	Arch Chemicals, Inc		8	\$5,479,266.00		\$2,845,000.00	\$55,861.00

3.2 Advances

All submitted advances are searchable. The Advance search can be filtered or all results can be searched, if no search filters are entered, simply click the “Submit” button.

Note: There are no advances for Digital or Film.

Click the “Export Data to Excel” button to generate an Excel reflecting the search results.

Click on the 'Advance #' to see the details of each advance. Clicking the "Print Advance" button will generate a PDF with the Advance Details.

FASTLANE

Login
Register
Search ▾
Assessors Report

Welcome to FASTLANE'S SEARCH TOOL!

SEARCH ADVANCES

Use the search criteria below to filter your search results.

Company Name:

Advance Number:

City:

Project Begin Date: From: To:

Advance Received Date: From: To:

Total Investment Range: Minimum: \$ Maximum: \$

New Jobs Range: Minimum: Maximum:

Program:

Submit

NAICS Code:

Parish:

Region:


NOTE: Click on the Advance # to see the details of each Advance Notification. Export Data to Excel

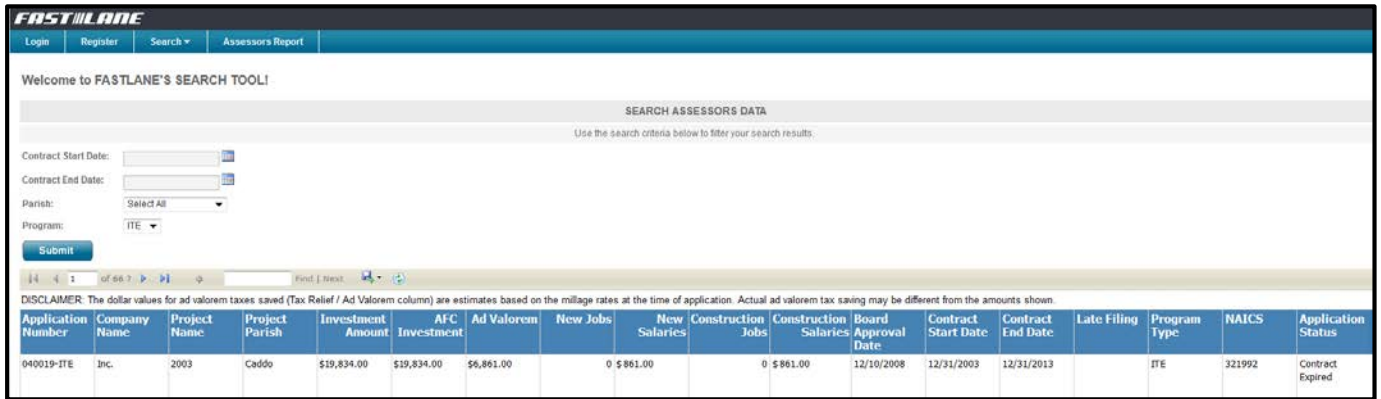
ADVANCE #	COMPANY NAME	PROJECT NAME	PARISH	CITY	ADVANCE RECEIVED DATE	NAICS CODE	TOTAL INVESTMENT	EZ	QJ	ITE	RTA
20151306	TEST TEST	RTA Test	Ascension	TEST	07/31/2015	11111	\$30	×	×	×	✓
20151313	TEST TEST	james test	Caddo	TEST	08/05/2015	11111	\$30	×	×	×	✓
20151334	TEST TEST	TEST RENOVATION	Ascension	TEST	09/04/2015	54171	\$30	✓	×	✓	✓

4 Assessor's Report

Anyone can search the Assessor's Report online for ITE projects with Board Approval, by clicking on the "Assessor's Report" link at the top of the screen.

The Assessor's Report can be filtered or all results can be searched, if no search filters are entered, simply click the "Submit" button.

Click  to generate an Excel, Word or PDF reflecting the search results.



The screenshot shows the FASTLANE website's search tool for Assessor's Reports. The interface includes a navigation bar with "Login", "Register", "Search", and "Assessor's Report" links. Below the navigation bar, there is a "Welcome to FASTLANE'S SEARCH TOOL!" message and a "SEARCH ASSESSORS DATA" section. The search criteria section includes fields for "Contract Start Date", "Contract End Date", "Parish" (set to "Select All"), and "Program" (set to "ITE"). A "Submit" button is located below the search criteria. Below the search criteria, there is a disclaimer: "DISCLAIMER: The dollar values for ad valorem taxes saved (Tax Relief / Ad Valorem columns) are estimates based on the millage rates at the time of application. Actual ad valorem tax saving may be different from the amounts shown." Below the disclaimer is a table with the following data:

Application Number	Company Name	Project Name	Project Parish	Investment Amount	AFC Investment	Ad Valorem	New Jobs	New Salaries	Construction Jobs	Construction Salaries	Board Approval Date	Contract Start Date	Contract End Date	Late Filing	Program Type	NAICS	Application Status
040019-ITE	Inc.	2003	Ceddo	\$19,834.00	\$19,834.00	\$6,861.00	0	\$861.00	0	\$861.00	12/10/2008	12/31/2003	12/31/2013		ITE	321992	Contract Expired

5 Register

FastLane is a secure system, requiring all users to have a login and password. Users must register for a login and password before accessing the site, all registration fields are required. Users can access the FastLane Portal for Business Tax Incentives (Quality Jobs, Enterprise Zone, Restoration Tax Abatement, and Industrial Tax Exemption) or The Entertainment Portal for Entertainment Incentives (Digital Media and Film, see Entertainment Manual) or both with the same login.

5.1 User Registration

- Unique User Name
- Password, Confirm Password
- Email Address
- Tax Incentive Selection (QJ, EZ, RTA, ITE, Film and Digital Media)

The screenshot shows the 'FASTLANE' user registration page. At the top, there is a navigation bar with 'Login', 'Register', 'Search', and 'Assessors Report'. The main heading is 'USER REGISTRATION' with a sub-instruction: 'Enter your user information. Be sure to enter the CORRECT EMAIL. Click "Register & Login" button to enter Fastlane.' The form includes fields for 'User Name' (containing 'user'), 'Password', 'Confirm Password', and 'Email'. There is a checked checkbox for 'Email me my user name and password.' Below this, a prompt asks to 'Please select one or both of the following:' with two unchecked checkboxes: 'Are you pursuing tax incentives for Quality Jobs, Enterprise Zone, Restoration Tax Abatement, or Industrial Tax Exemption?' and 'Are you pursuing tax incentives for Film or Digital Media?'. A 'Register & Login' button is at the bottom.

5.2 Incentive Portal

After successfully registering, the Incentive Portal selection will only be required of users applying for both Business and Entertainment Incentives. The portal selection will be omitted if only one tax incentive type has been selected and users will be directed to the Company Location & Setup.

The screenshot shows two parts of the FastLane interface. The top part is titled 'Choose Incentive Portal' and explains that users registered for both business and entertainment incentives. It features a dropdown menu currently set to 'FASTLANE' and a 'Go' button. The bottom part is titled 'COMPANY & LOCATION SETUP' and shows a progress indicator with '1' in a circle next to 'ADD COMPANY' and '2' in a circle next to 'ASSIGN CONTACTS'. Below this, it says 'STEP 1: ADD THE COMPANY LOCATION that will be receiving the tax incentives.' and asks 'Do you have the company's access code? What is an access code?' with radio buttons for 'Yes' and 'No'. A 'Continue' button is at the bottom.

5.3 Company & Location Setup

Users must add the company that will be receiving the tax incentives in the Company & Location Setup. Companies with an access code, those with previous advances/applications will answer “Yes” and enter their access code. Companies that are new will answer “No” and enter the company and contact information.

5.3.1 Company Access Codes

Each company location in FastLane has a unique access code. Companies that have sent Advances or Applications to LED in the past, can benefit from this access code. By entering the Access Code into the LED system, all previous history information (including advances) from LED's internal system will be linked to your account for easy access. Users can click on the “What is an access code?” link to learn about access codes.

Consultants needing multiple Company Access Codes can call a LED Business Incentive Representative.

LED LOUISIANA ECONOMIC DEVELOPMENT

Signed in as: test789 | Log Out

FASTLANE

COMPANY & LOCATION SETUP

1 → 2
ADD COMPANY ASSIGN CONTACTS

STEP 1: ADD THE COMPANY LOCATION that will be receiving the tax incentives.
Do you have the company's access code? [What is an access code?](#)

Yes No

Continue

5.3.2 Existing Companies

Companies with previous advances/applications can enter their Company Access Code and automatically link to the company's previous history and details. After entering the code, users will be directed to the Advance/Applications tab of the Company's Profile showing all previously submitted Advances and Applications for the company. Users will not be required to enter any company or contact information but can make edits/updates in the User Profile.

FASTLANE

COMPANY & LOCATION SETUP

1 → 2
ADD COMPANY ASSIGN CONTACTS

STEP 1: ADD THE COMPANY LOCATION that will be receiving the tax incentives.
Do you have the company's access code? [What is an access code?](#)

Yes No

Access Code:

Continue

5.3.3 New Companies

New companies without an access code must enter the company and contact details for verification. Users will add the contact that will be receiving the correspondence and managing the advance/application for the incentive program(s) for which the company is applying. Multiple contacts can be added for each incentive program or a single contact can manage all programs. These details can be updated at any time in the User Profile.

5.3.3.1 Company Details

Once all required fields have been entered, click 'Continue.'

FAST LANE

COMPANY & LOCATION SETUP

1 ADD COMPANY → 2 ASSIGN CONTACTS

STEP 1: ADD THE COMPANY LOCATION that will be receiving the tax incentives.

Do you have the company's access code? *What is an access code?*

Yes No

Please enter all the information you have concerning this company. If you do not have all this information at this time, do not worry. You will be able to add / edit this information from your user profile.

*** Required Field**

*Company Name: Federal Tax Id:

Year Established: LA Unemployment Ins #:

NAICS Code: LA Revenue Acct #:

Company Phone: Ext: Fax:

Company Web Address:

Ownership Type: Foreign Owned

Physical Location of the Project:

*Address Line 1:

Address Line 2:

*City: State: Zip Code:

*Parish:

Mailing Address: Same as Physical Address

*Address Line 1:

Address Line 2:

*City: State: Zip Code:

Continue

5.3.3.2 Assign Contacts

Once all required fields have been entered for a contact, click 'Add Contact.' Users can add multiple "Business" or "Consultant" contacts.

Clicking "Clear" will clear all entered fields.

User can edit a contact by clicking "Select" and all entry fields will populate with the contact details. Click "Update Contact" once all updates have been made.

If users want to add additional information to the Company Details, they can do so by clicking 'Go Back.'

Clicking "Submit" will take users to the Main Menu.

STEP 2: ASSIGN A CONTACT TO EACH INCENTIVE PROGRAM

Enter the contact person / persons that will be receiving the correspondence (letters, phone calls, etc.) from LED. If you are the contact for this company, enter your information below.

Contact Person # 1

Which incentive programs will this contact be managing? *Check all that apply.*

Enterprise Zone (EZ)
 Quality Jobs (QJ)
 Industrial Tax Exemption (ITE)
 Restoration Tax Abatement (RTA)

* Prefix: Title:
 * First Name: * Company Name:
 Middle Initial: * Email:
 * Last Name: Phone: Ext:
 Suffix: Fax:
 * Mailing Address 1:
 Mailing Address 2:
 * City: * State: * Zip Code:
 * Contact Type:

Existing Contacts:

	First Name	Last Name	Company Name	Email	Incentive Program	Contact Type
Select	Test 123	Test	Test Contact Company 123	123@123.com	RTA,ITE,QJ,EZ	Consultant
Select	TEST 123	Test	Test Contact Company 123	123@123.com	RTA,ITE,QJ,EZ	Business

6 Main Menu

From the Main Menu, users can do the following:

- File an Advance Notification
- File an Application
- View Saved Advances and Applications
- Add another Company/Location
- View Profile/Manage Companies

The screenshot shows the 'FASTLANE' logo at the top left. Below it is the heading 'BUSINESS INCENTIVES—MAIN MENU'. The content is organized into two columns of menu items, each with a brief description and a link for more information. The items are: 'File an Advance Notification', 'File an Application', 'View Saved Advances and Applications', 'Add another Company/Location', 'View my Profile / Manage my Companies', and 'Project Completion Report / Affidavit of Final Cost'. At the bottom, there is contact information for the FastLane Helpdesk and a link to the Online User's Manual.

FASTLANE

BUSINESS INCENTIVES—MAIN MENU

- **File an Advance Notification**
If the company you represent is planning a project and they would like to pursue tax incentives, LED requires an advance notification. The advance is required for Quality Jobs, Enterprise Zone, Restoration Tax Abatement, and in some cases Industrial Tax Exemption.
[\(To find out more about each program and their requirements click here.\)](#)
- **File an Application**
Click here to file an application for Enterprise Zone, Industrial Tax Exemption, Restoration Tax Abatement, or Quality Jobs
- **View Saved Advances and Applications**
Click here to view all saved Advances and Applications that have not been submitted yet. Once an Advance or Application is submitted it will be stored in the company profile.
- **Add another Company/Location**
If you manage more than one company, or you manage one company with multiple locations, you can click. If you manage more than one company, or you manage one company with multiple locations, you can click here to add more companies and locations to your profile. An access code will allow you to connect historical data to your profile.
- **View my Profile / Manage my Companies**
Here you can do the following:
 - Review all information entered into FastLane for each company that you control
 - View, print, and track the status of all advances and applications
 - View payment history
 - Change your password to your online account
- **Project Completion Report / Affidavit of Final Cost**
Online submission currently disabled due to fee changes.

If you encounter problems when using this site or have suggestions for enhancing it, please contact the [FastLane Helpdesk](#) or call (225) 342-3000.

If you need help using FastLane, click here to download the [Online User's Manual](#)

Note: Submitting Compliance Documentation, such as AFC or PCRs, online is currently disabled due to fee changes.

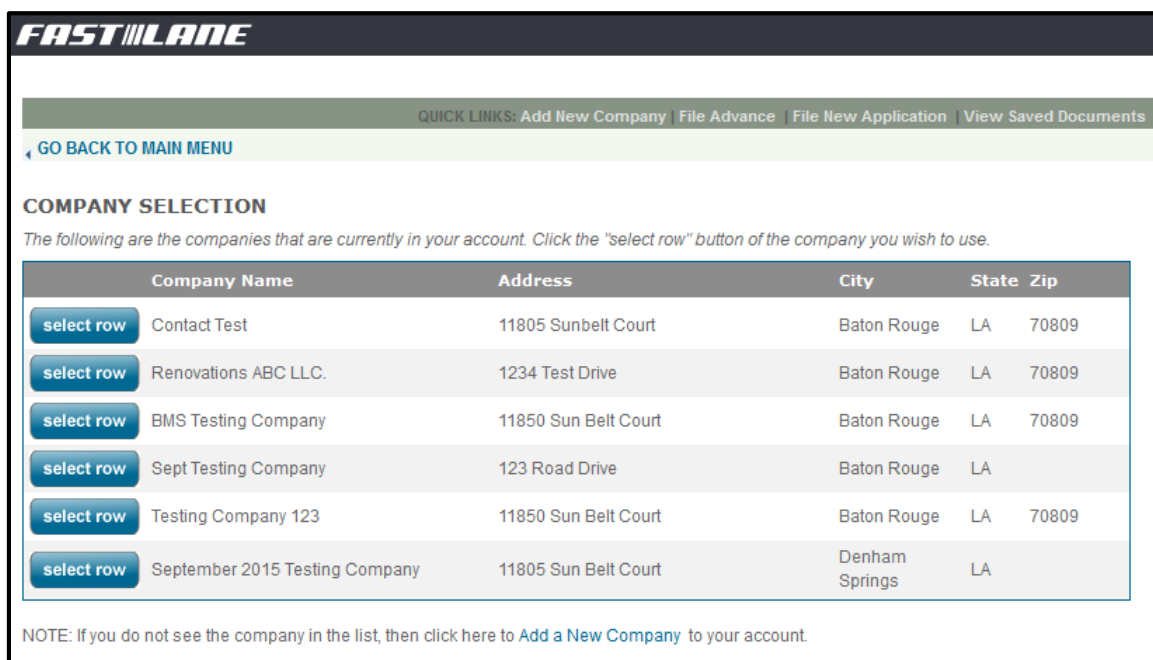
7 File an Advance Notification

If the company you requested is planning a project and they would like to pursue tax incentives, LED requires an advance notification. An Advance is required for Quality Jobs, Enterprise Zone, Restoration Tax Abatement and some Industrial Tax Exemption projects. Industrial Tax Exemption – Miscellaneous Capital Addition/Addition projects costing \$5 million or less and taking less than 18 months to complete, do not require an Advance.

7.1 Company Selection

Users with more than one company will be required to select their company before they can file advances/applications, make changes or view saved documents. To select a company, click 'Select row' button next to the Company Name. If your company is not listed, it will need to be added to your account using the 'Add New Company' link found in the "Quick Links" menu or at the bottom of the company list. Once you are working under a specific company's profile, in order to view a document for a different company, you must return to the main menu and select the new company profile in order to see the correct documents

Users with only one company associated with their account will be taken directly to begin the Advance.



FASTLANE

QUICK LINKS: [Add New Company](#) | [File Advance](#) | [File New Application](#) | [View Saved Documents](#)

[GO BACK TO MAIN MENU](#)

COMPANY SELECTION

The following are the companies that are currently in your account. Click the "select row" button of the company you wish to use.

	Company Name	Address	City	State	Zip
select row	Contact Test	11805 Sunbelt Court	Baton Rouge	LA	70809
select row	Renovations ABC LLC.	1234 Test Drive	Baton Rouge	LA	70809
select row	BMS Testing Company	11850 Sun Belt Court	Baton Rouge	LA	70809
select row	Sept Testing Company	123 Road Drive	Baton Rouge	LA	
select row	Testing Company 123	11850 Sun Belt Court	Baton Rouge	LA	70809
select row	September 2015 Testing Company	11805 Sun Belt Court	Denham Springs	LA	

NOTE: If you do not see the company in the list, then click here to [Add a New Company](#) to your account.

7.2 Advance Notification

Enter all the required Advance Notification information, required information is notated with an asterisk (*).

Additional requirements of the Advance:

- Project Begin Date and End Date cannot be before the date the Advance is submitted
- The Project Estimate Totals must have a value; so at least one field from each section must be entered
- Users must select at least one incentive program on their Advance. Both EZ and QJ cannot be selected for the same project
- All required fields and information must be filled out before the advance can be saved.

During the Advance process it is recommended to use the “Save & Continue Working” button often which will save all entered information and remain on the application screen.

If any information is unknown users should use the “Save & Finish Later” button which saves all entered information and stores the Advance in the “Saved Documents” associated with the user account.

Project estimate fields will automatically calculate the totals.

Check each incentive program for which you wish to participate. There is a \$250 fee per program. The amount due will calculate automatically. **Note:** EZ and QJ cannot both be selected for the same project.

FAST LANE

SEND AN ADVANCE NOTIFICATION

① → ② → ③

ADD ADVANCE SUBMIT PAYMENT CONFIRMATION

STEP 1: ADD ADVANCE

* Required Field

BUSINESS INFORMATION

Business Name: Test 789 Company Project Number: Pending
Click here, if this is not the correct business.

*Project Begin Date: 09/15/2015 * Project End Date: 09/16/2015

Project Type: Start-Up/New ▼

*Project Name: Test 789 Project

*Project Address Line 1: 11805 Sun Belt Court

Project Address Line 2: _____

*City: Monroe State: Louisiana ▼ *Zip Code: 71203
If this address is not the physical location for this project, please add another location by clicking here.

*Phone: (123) 456-7890 Ext: _____ Fax: (____) ____-____

*Project Description: Test Project

*Parish: East Baton Rouge ▼

Municipal District: ▼ (Required if project is in Orleans Parish)

*NAICS Code: 54171 *Is this project within city limits? No ▼

	Project Estimated Investment Costs	Project Estimated Number of Jobs	Project Estimated Payroll
Building & Material:	\$11,200	New: 2	New: \$120,000
Machinery & Equipment:	\$11,000	Existing: 2	Existing: \$120,000
Labor & Engineering:	\$12,000	Construction: 2	Construction: \$80,000
Totals:	\$34,200	6	\$320,000

GAMING

Is there a gaming activity at this project site? No ▼ Are any owners involved in any gaming activities elsewhere? No ▼

INCENTIVE PROGRAM(S)

Check each incentive program for which you wish to participate. Do not apply for EZ and QJ for the same project.

Enterprise Zone (EZ) Quality Jobs (QJ) Industrial Tax Exemption (ITE) (Manufacturers Only) Restoration Tax Abatement (RTA)

Is your company in retail?
 Yes No

Amount Due: \$750

Pay Save & Finish Later Save & Continue Working

Once the Advance is complete and ready to be filed, users can click the “Pay” button to proceed to the payment screens.

Submit Payment:

Clicking the “Pay” button will take users to a secure, third-party payment gateway where entered information is private and never shared with LED or any other parties (for more information, visit: www.firstdata.com). Payment can be made by either credit card or eCheck. Make sure the fee being charged is the same as the fee calculated on the advance page, users will be charged the total amount due based on program selection(s).. Once all information has been entered, click “Pay Now” button.

Once all payment information has been entered and reviewed for accuracy, click “Pay Now” button.

If you choose to return to the Advance using the “Back” button, make sure to recheck the payment information before submitting payment.

Project Details * Indicates required field
FLTransactionID: 2019
Business Legal Name: Melissa Company
Project Name: Melissa Film
Program Applied For: Film
Amount Due: 200

Choose method of payment

Pay by electronic check
* Account Type: Personal

Pay by credit card

Billing Address

*First Name: M.I.: *Last Name:
*Street Line 1:
Street Line 2:
*City:
*State: Select State
*Zip:
Phone:
E-Mail:

Payment Details

*Payment Amount: 200.00

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-business day, your payment will be executed on the next available banking day. Current date payments received 4-5 business days after executed on the next valid banking date.

Payment Method

*Name On Account:
*Account Number: [What's This?](#)
*Routing Number: [What's This?](#)
*Account Type: Checking Savings
*Driver License Number:
*Driver License State: Select State

Address

Billing Address:
Test Test
123 Test Street
Baton Rouge, LA 70820

Payment Method

Electronic Check
Checking
x5720
123123123

Payment Amount

Amount: \$200.00
Total: \$200.00

By clicking PAY NOW, I authorize my payment to be processed as an electronic funds transfer or draft drawn from my account. If the payment is returned unpaid, I authorize you or your service provider to collect the payment and my state's return item fee by electronic funds transfer(s) or draft(s) drawn from my account.

[Click here to view your state's returned item fee.](#)

If this payment is from a corporate account, I make these authorizations as an authorized corporate representative and agree that the entity will be bound by the NACHA Operating Rules. To exit without authorizing, click EXIT.

Billing Address

*First Name: M.I.: *Last Name:
*Street Line 1:
Street Line 2:
*City:
*State: Select State
*Zip:
Phone:
E-Mail:

Payment Details

*Payment Amount: 200.00

Payment Method

*Name as it Appears on Card:
*Card Number:
*Expiration Date: * Month * Year

Address

Billing Address:
Test Test
123 Test Street
Baton Rouge, LA 70820

Payment Method

Credit Card
Test
x1111 01/12

Payment Amount

Amount: \$200.00
Total: \$200.00

Confirmation: Upon successful payment, users are taken to the confirmation screen where the Advance can be printed or users can return to the Main Menu.

Advances will print using Adobe Acrobat.

The confirmation page can be accessed through the User Profile at any time.

FAST LANE

SEND AN ADVANCE NOTIFICATION

1
2
3

ADD ADVANCE
SUBMIT PAYMENT
CONFIRMATION

STEP 3: CONFIRMATION

Advance Information ▾

Business Information			
Business Name:	Test 789 Company	Project Address Line 1:	11805 Sun Belt Court
Project Begin Date:	09/16/2015	Project Address Line 2:	
Project End Date:	09/16/2016	City:	Monroe
Project Type:	Start-Up/New	State:	LA
Project Name:	Test 789 Project	Zip Code:	71203
Project Description:	Test 789 Project Description	Phone:	(123) 456-7890 Ext: _____
		Fax:	() ____-____
		Project Parish:	East Baton Rouge
		District: (if Orleans)	
		Is the Project within city limits?	No
		NAICS code:	54171

Project Estimated Investments Costs	Project Estimated Number of Jobs	Project Estimated Payroll
Building & Material: \$100	New: 2	New: \$100
Machinery & Equipment: \$200	Existing: 2	Existing: \$100
Labor & Engineering: \$200	Construction: 2	Construction: \$100
TOTAL: \$500	TOTAL: 6	TOTAL: \$300

Gaming	Incentive Program(s)
Is there a gaming activity at this project site? No	Applied for EZ
Are any owners involved in any gaming activities elsewhere? No	Applied for ITE
	Applied for RTA

Amount Due: \$750

Payment Information ▾

Confirmation Number: 1234567890

Congratulations, your payment has gone through. Please save this information for your records.

Advance Number:	20151350
Amount Charged:	\$0.00

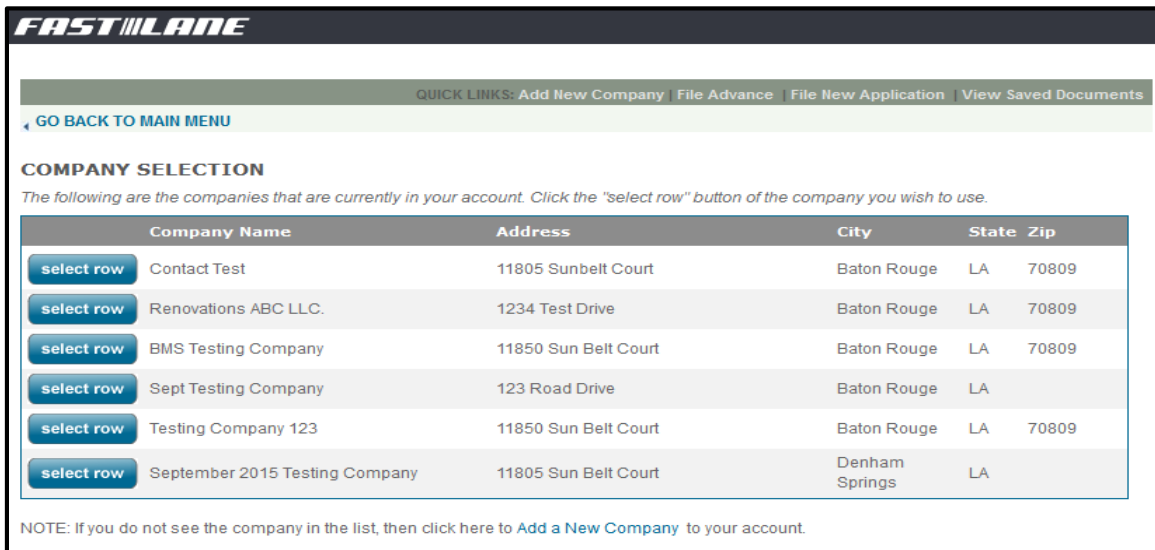
Continue to Main Menu
Print Advance

8 File an Application

Users can file Applications for Quality Jobs, Enterprise Zone, Restoration Tax Abatement and Industrial Tax Exemption projects with a previously submitted advance. Industrial Tax Exemption – Miscellaneous Capital Addition/Addition projects costing \$5 million or less and taking less than 18 months to complete, do not require an Advance. Application Fees are calculated based on the application information entered but there is a \$200 Minimum/\$5,000 Maximum for applications with an application received date on/before 06/30/2015 and a \$500 Minimum/\$15,000 Maximum for applications with an application received date on/after 07/01/2015.

8.1 Company Selection

Users with more than one company will be required to select their company before they can file an application, make changes or view saved documents. To select a company, click 'Select row' button next to the Company Name. If your company is not listed, it will need to be added to your account using the 'Add New Company' link found in the "Quick Links" menu or at the bottom of the company list. Once you are working under a specific company's profile, in order to view a document for a different company, you must return to the main menu and select the new company profile in order to see the correct documents.



FAST LANE

QUICK LINKS: [Add New Company](#) | [File Advance](#) | [File New Application](#) | [View Saved Documents](#)

[GO BACK TO MAIN MENU](#)

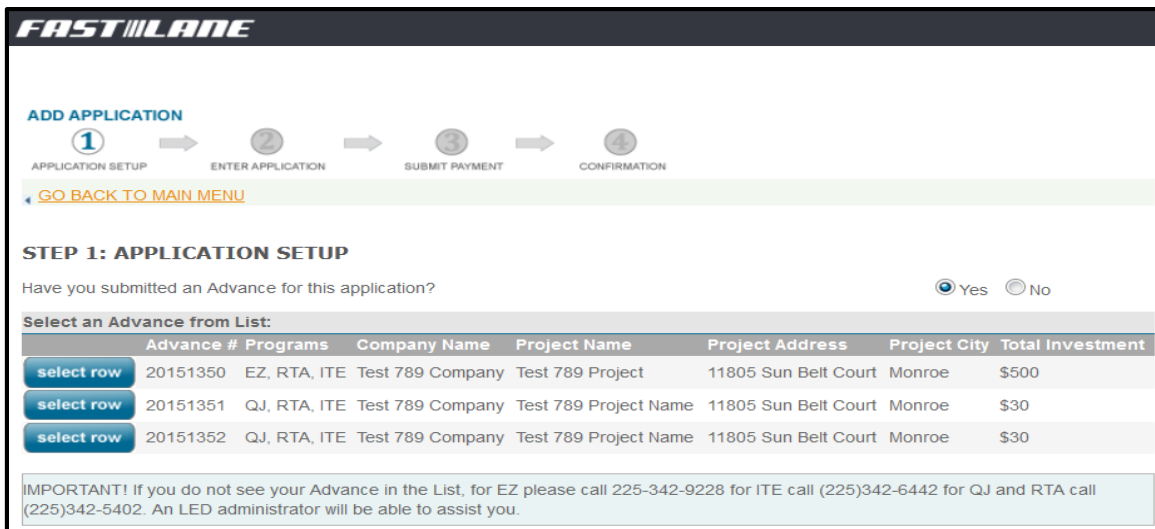
COMPANY SELECTION

The following are the companies that are currently in your account. Click the "select row" button of the company you wish to use.

	Company Name	Address	City	State	Zip
select row	Contact Test	11805 Sunbelt Court	Baton Rouge	LA	70809
select row	Renovations ABC LLC.	1234 Test Drive	Baton Rouge	LA	70809
select row	BMS Testing Company	11850 Sun Belt Court	Baton Rouge	LA	70809
select row	Sept Testing Company	123 Road Drive	Baton Rouge	LA	
select row	Testing Company 123	11850 Sun Belt Court	Baton Rouge	LA	70809
select row	September 2015 Testing Company	11805 Sun Belt Court	Denham Springs	LA	

NOTE: If you do not see the company in the list, then click here to [Add a New Company](#) to your account.

Users with only one company associated with their account will be taken directly to Application Setup.



FAST LANE

ADD APPLICATION

1 APPLICATION SETUP → 2 ENTER APPLICATION → 3 SUBMIT PAYMENT → 4 CONFIRMATION

[GO BACK TO MAIN MENU](#)

STEP 1: APPLICATION SETUP

Have you submitted an Advance for this application? Yes No

Select an Advance from List:

	Advance #	Programs	Company Name	Project Name	Project Address	Project City	Total Investment
select row	20151350	EZ, RTA, ITE	Test 789 Company	Test 789 Project	11805 Sun Belt Court	Monroe	\$500
select row	20151351	QJ, RTA, ITE	Test 789 Company	Test 789 Project Name	11805 Sun Belt Court	Monroe	\$30
select row	20151352	QJ, RTA, ITE	Test 789 Company	Test 789 Project Name	11805 Sun Belt Court	Monroe	\$30

IMPORTANT! If you do not see your Advance in the List, for EZ please call 225-342-9228 for ITE call (225)342-6442 for QJ and RTA call (225)342-5402. An LED administrator will be able to assist you.

8.2 Application Setup

Users will be asked whether an Advance has been submitted for the application.

If **Yes**, select the correct Advance using the “Select Row” button. Then click the application type button to begin the application.

If your Advance is not listed, call one of the following:
 225-342-9228 (EZ)
 225-342-6442 (ITE)
 225-342-5402 (QJ)
 225-342-5340 (RTA)

FAST LANE

ADD APPLICATION

1 APPLICATION SETUP → 2 ENTER APPLICATION → 3 SUBMIT PAYMENT → 4 CONFIRMATION

GO BACK TO MAIN MENU

STEP 1: APPLICATION SETUP

Have you submitted an Advance for this application? Yes No

Select an Advance from List:

	Advance #	Programs	Company Name	Project Name	Project Address	Project City	Total Investment
<input type="button" value="select row"/>	20151350	EZ, RTA, ITE	Test 789 Company	Test 789 Project	11805 Sun Belt Court	Monroe	\$500
<input type="button" value="select row"/>	20151351	QJ, RTA, ITE	Test 789 Company	Test 789 Project Name	11805 Sun Belt Court	Monroe	\$30
<input type="button" value="select row"/>	20151352	QJ, RTA, ITE	Test 789 Company	Test 789 Project Name	11805 Sun Belt Court	Monroe	\$30

IMPORTANT! If you do not see your Advance in the List, for EZ please call 225-342-9228 for ITE call (225)342-6442 for QJ and RTA call (225)342-5402. An LED administrator will be able to assist you.

If **No**, the system determines if an ITE application is being filed. If you are filing an ITE – Miscellaneous Capital Addition/Addition with totaling less than \$5 million, you can proceed advance.

FAST LANE

ADD APPLICATION

1 APPLICATION SETUP → 2 ENTER APPLICATION → 3 SUBMIT PAYMENT → 4 CONFIRMATION

GO BACK TO MAIN MENU

STEP 1: APPLICATION SETUP

Have you submitted an Advance for this application? Yes No

Are you filing an ITE application? Yes No

Answer the following questions:

Is the project type a Miscellaneous Capitol Addition (MCA) or Addition? Yes No

What is the total investment amount for this project?

All other application types: QJ, EZ, RTA and non ITE-MCA/A require an Advance to be filed before beginning the application.

For information on filing Advances see [File an Advance Notification](#).

FAST LANE

ADD APPLICATION

1 APPLICATION SETUP → 2 ENTER APPLICATION → 3 SUBMIT PAYMENT → 4 CONFIRMATION

GO BACK TO MAIN MENU

STEP 1: APPLICATION SETUP

Have you submitted an Advance for this application? Yes No

Are you filing an ITE application? Yes No

You must file an advance before you can file an application. [Click here](#) to file your Advance Notification.

9 QJ Application

The QJ Application consists of 11 sections, some sections are required but not all sections are required nor applicable for all applications.

Section 1: Dept. of Revenue ID and Dept. of Labor Unemployment Insurance ID are required.

Section 2: At least one selection must be made.

During the Application process it is recommended to use the “Save & Continue Working” button often which will save all entered information and remain on the application screen.

If any information is unknown users should use the “Save & Finish Later” button which saves all entered information, marks the application “Pending” and stores the Application in the “Saved Documents” associated with the user account.

Section 3: Questions 1, 4, 5 and 6 must be answered.

Section 4: Project Type, Detailed description of project and the project within city limits question must be selected/entered.

Quality Jobs Program Application

SECTION 1: COMPANY INFORMATION

Company Name: **Test 123**
▶ [Click here to view the company details that will be attached with this application.](#)

Physical Address: 123 Test Drive, Test City, LA .
Parish: Acadia

Contract Name (Legal Name):
Fiscal Year (Month/Day):
NAICS Code: 54171

Dept. of Revenue ID: 123456
Dept. of Labor Unemployment Insurance ID: 123456

SECTION 2: PRIMARY QUALIFICATION

Listed below are the business types eligible to participate in the Quality Jobs Program. The applicant business must be identified by at least one of the following to qualify for participation. Please check all that apply.

1. Is the business a manufacturer, as defined by North American Industry Classification System (*NAICS) codes 113310, 211, 213111, 541360, 311-339, 511- 512, and 54171, as the employer's primary function?

2. Is the business an oil and gas field service business, as defined in North American Industry Classification System(NAICS) code 213112, which has new direct jobs that pay not less than thirty thousand dollars per year, and meet the health insurance benefits required under this Paragraph and have Louisiana as the national or regional headquarters of a multi-state business whose service territory includes at least Louisiana and the Gulf of Mexico? If yes, the following supporting documentation must be provided: (1) a corporate organizational chart showing the locations of all offices throughout the region and the United States, (2) information describing the nature of the services provided by this Louisiana headquarters to other business locations, (3) the locations and dates the Louisiana headquarters began providing these services to the other locations, (4) indicate the territory this location actually services at the time of the advance notification.

3. Does the business have, or will have within one year, sales of at least fifty percent of its total sales to out-of-state customers or buyers, to in-state customers or buyers if the products or service are resold by the purchaser to an out-of-state customer or buyer for ultimate use, or to the federal government?

4. Is the business located in a distressed region designated by the Department of Economic Development as a distressed region. A distressed region shall be either of the following:
 A parish which is within the lowest twenty-five percent of parishes based on per capita income.
List Parish:
 A census tract block group that is below the state median per capita income, based upon the latest federal decennial census.
List Census Tract Block Group:
List respective median per capita income:
List Parish:

5. Is the business identified in one of the following industries?
 Biotechnology, biomedical, and medical industries serving rural hospitals.
 Software, auto regulation, Internet, and telecommunications technologies.
 Micro-manufacturing.
 Environmental Technology.
 Food Technology.
 Advanced Materials.

If one of the above is checked, you must list a detailed explanation of your operation including *NAICS Code:
If the applicant business is not identified by at least one of the five Primary Qualifications listed above, then the business is not eligible to participate in the Quality Jobs Program and may want to consider applying for the Enterprise Zone Program. ([Click here](#) to see a list of the businesses that cannot participate in the program regardless of location.)

SECTION 3: SUPPLEMENTAL QUESTIONS

1. Is the business affiliated through common ownership with any other group doing business in Louisiana? Yes No

2. Are any of the business activities covered by this application associated with:
a. The purchase or other acquisition of another business? Yes No
b. Hiring employees or creating jobs that were previously provided to the business under a temporary labor service, contract employee, staffing agency or other type of employee service? Yes No

3. Are the new direct jobs proposed by this application related to a contract acquired to supply similar goods or services that another business or location within Louisiana was previously contracted to supply? Yes No

4. Has the business or an affiliates business's location within the state closed or reduced employment within the immediate 12 months prior to the contract-effective date? Yes No

5. Have the business or any affiliates received, applied for or considered applying for any other state incentive(s)? Yes No

6. Have the business or any affiliates received, applied for or considered applying for a license to conduct gaming activities? (The Board of Commerce and Industry has adopted rules prohibiting any gaming on the site of, or related to the operation of, a business participating in one of the incentive programs.) Yes No

SECTION 4: PROJECT INFORMATION

Project Number: 20151454
Project Type: Start-up/New
Project Name: (optional)
Detailed description of project: Test Detailed Description of project

Is this project within city limits? Yes No

Section 5: Contract Effective Date Company seeking sales and use tax rebates or investment tax credit question and Estimated State Local/Sales/Use Tax Rebate or Investment Tax Credit values must be entered/selected.

The project dates may be determinate on the day an Advance was submitted. In most cases, the project is not allowed to start before the Advance has been submitted.

The Annual Gross Payroll information entered, will automatically compound for cumulative columns.

Total Estimated 10-Year Cumulative Annual Gross Payroll and Sales/Use Tax Rebate or Investment Tax Credit fields are used in the Application Fee calculation.

Section 6 calculates the Application Fee based on the entered information. If you feel your fee has been calculated incorrectly, contact a program administrator.

Section 7: Allows for LLC Members and affiliates to be entered.

Section 8: Lists the contacts associated with the project.

SECTION 5: PROJECT DATES AND INFORMATION

Contract Effective Date (month/day/year):
 Note: Beginning Date cannot be before: 10/12/2015
 The Contract Effective Date is either: (1) the date the advance Notification and fee was filed with LED, or (2) A date selected by the company on its QJ Application, equal to or later than the Advance Notification date, after which date benefits can be generated for net new jobs created and additional investment incurred. Note: Please be aware that if you are seeking local sales tax rebates, Business Incentive Services must receive the endorsement resolution from the local governing authority prior to the application receiving approval from the Board of Commerce and Industry.

[Click here](#) to download the Initial Baseline Calculation Worksheet. Please complete the excel document, and upload it in the Attachments area of the application. The Baseline Number Calculated will need to be entered in the "Existing number of baseline employees" field below."

Annual Gross Payroll (For respective year's New Direct Jobs)			
Year	Number of New Direct Jobs Created (Created Annually)	Annual Gross Payroll (For respective year's New Direct Jobs)	Cumulative Annual Gross Payroll (Include 2% cumulative increase annually)
2015	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$100
2016	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$202
2017	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$306
2018	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$412
2019	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$520
2020	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$630
2021	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$743
2022	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$858
2023	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$975
2024	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$1,095
Total New Direct Jobs: 10		Total Estimated 10-Year Cumulative Annual Gross Payroll: \$5,841	

Estimated Investment Costs	Number of Jobs	Payroll
Building & Material <input type="text" value="\$100"/>	Existing number of baseline employees <input type="text" value="1"/>	Existing (Annual) <input type="text" value="\$100"/>
Machinery & Equipment <input type="text" value="\$100"/>	Estimated Construction Labor <input type="text" value="1"/>	Estimated Construction Labor <input type="text" value="\$100"/>
Labor & Engineering <input type="text" value="\$100"/>	New Direct Jobs (10-year total) <input type="text" value="10"/>	New (10-year total) <input type="text" value="\$5,841"/>
TOTAL INVESTMENT: \$300	TOTAL JOBS: 12	TOTAL PAYROLL: \$6,041

Is the company seeking sales and use tax rebates or investment tax credit? Yes No

Estimated State Sales/Use Tax Rebate or Investment Tax Credit: Estimated Local Sales/Use Tax Rebate:

SECTION 6: QUALITY JOBS FEES—APPLICATION FEE (\$500.00 MINIMUM—\$15000.00 MAXIMUM)

Estimated Payroll Tax Benefit		Estimated Sales Tax Rebate or Investment Tax Credit	
Estimated 10-Year Cumulative Annual Gross Payroll	\$0	Estimated State Sales/Use Tax Rebate	\$200,000
X Benefit Rate	0% (0.00)	+ Estimate Local Sales/Use Tax Rebate	\$200,000
= Estimated Payroll Tax Benefits	\$0	= Total Estimated Tax Rebate/Credit	\$400,000
Estimated Payroll Tax Benefit	\$0		
+ Estimated Sales Tax Rebate	\$400,000		
X Percentage Due	0.005		
= Application Fee	\$2000.00		

SECTION 7: BUSINESS LEGAL STRUCTURE

If an LLC, list below the names and the LA Dept. of Revenue tax identification number or social security number for all LLC members.

Add LLC Members

Legal Name (as registered with LDR):

LA Department of Revenue Identification Number or SSN#: SSN LDR

Schedule 1

If seeking sales and use tax rebates or the investment tax credit, list affiliates of the contract holder that made purchases for this project or reporting depreciable assets on their federal tax return. (Do not list your construction contractors.)

Add Affiliates

Legal Name (As registered with the office of LA Secretary of State):

LA Department of Revenue Identification Number:

SECTION 8: VERIFY CONTACTS

Please confirm that the following contact information is correct, especially the email address. A confirmation email will be sent to this contact person after payment. [Click here to edit contact information.](#)

First Name	Last Name	Company Name	Email	Incentive Program	Contact Type
Test 123	Test	Test Contact Company 123	123@123.com	RTA,ITE,QJ,EZ	Consultant
TEST 123	Test	Test Contact Company 123	123@123.com	RTA,ITE,QJ,EZ	Business

Section 9: Initial Baseline Calculation Worksheet must be uploaded.

Users must save the application before uploading attachments.

Section 10: Minimum Health Care Requirement must be checked.

Section 11: Certification Statement must be checked.

SECTION 9: ATTACHMENTS

You must save this application before you can upload attachments! Once you have saved, the system will allow you to upload. Please be aware that if you are seeking local sales tax rebates, Business Incentive Services must receive the endorsement resolution from the local governing authority prior to the application receiving approval from the Board of Commerce and Industry. If you received a local endorsement resolution, please upload a copy of the resolution.

No file selected.

*Upload the completed Initial Baseline Calculation Worksheet used to calculate the Baseline Number of Employees

Based on the answers above, additional information may be required. The following are examples of possible uploads:

- A corporate organizational chart showing the locations of all offices throughout the region and the United States
- Information describing the nature of the services provided by this Louisiana headquarters to other business locations
- The locations and dates the Louisiana headquarters began providing these services to the other locations
- Indicate the territory this location actually services at the time of the advance notification
- Disclosure authorization

No file selected.

No file selected.

No file selected.

No file selected.

No file selected.

SECTION 10: MINIMUM HEALTH CARE REQUIREMENT

Under Act 387, the employer must provide a Basic Health Benefits plan (BHBP) or the Health Insurance Coverage (HIC) to the individuals it employs in new direct jobs to have a value of at least one dollar and twenty-five cents per hour (\$1.25/hr.). (If you are other than a self insured company, the value of the plan is the employer's portion of the actual cost for the employee only coverage. If you are a self insured company, LED will determine the value.) The BHBP or HIC does not include dental, vision, short/long term disability, life insurance etc.

I verify that I have read the rules and understand that even though this application may be approved by the Board, at the time my company applies for benefits we will still be required to demonstrate adherence to these requirements.

SECTION 11: CERTIFICATION STATEMENT

I hereby certify that this project meets all Constitutional, statutory and regulatory provisions applicable to this program. I hereby certify that the information provided in this document and additional materials is true and correct and that I am aware that my submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing false public records (R.S. 14:133) and/or forfeiture of any tax benefits approved under this program. I understand that the application and information submitted shall not be returnable to the applicant.

Submit Payment: Clicking the “Pay & Save” button will take users to a secure, third-party payment gateway where entered information is private and never shared with LED or any other parties (for more information, visit: www.firstdata.com). Payment can be made by either credit card or eCheck. Make sure the fee being charged is the same as the fee calculated on the application page. Once all information has been entered, click “Pay Now” button.

* Indicates required field

Project Details

FLTransactionID: 2019
Business Legal Name: Melissa Company
Project Name: Melissa Film
Program Applied For: Film
Amount Due: 200

Choose method of payment

Pay by electronic check

* Account Type: Personal

Pay by credit card

Back
Next
Exit

Billing Address

*First Name: M.I.: *Last Name:
 *Street Line 1:
 Street Line 2:
 *City:
 *State: Select State
 *Zip:
 Phone:
 E-Mail:

Payment Details

*Payment Amount:

Your account will be debited in 1 to 3 days from the date identified. If your payment is returned, your payment will be executed on the next available banking day. Current date payment executed on the next valid banking date.

Payment Method

*Name On Account:
 *Account Number: [What's This](#)
 *Routing Number: [What's This](#)
 *Account Type: Checking Savings
 *Driver License Number:
 *Driver License State: Select State

Address

Billing Address:
 Test Test
 123 Test Street
 Baton Rouge, LA 70820

Payment Method

Electronic Check
 Checking
 x5720
 123123123

Payment Amount

Amount: \$200.00
 Total: \$200.00

By clicking PAY NOW, I authorize my payment to be processed as an electronic funds transfer or draft drawn from my account. If the payment is returned unpaid, I authorize you or your service provider to collect the payment and my state's return item fee by electronic funds transfer(s) or draft(s) drawn from my account.

[Click here to view your state's returned item fee.](#)

If this payment is from a corporate account, I make these authorizations as an authorized corporate representative and agree that the entity will be bound by the NACHA Operating Rules. To exit without authorizing, click EXIT.

Back
Pay Now
Exit

Back
Next
Exit

Billing Address

*First Name: M.I.: *Last Name:
 *Street Line 1:
 Street Line 2:
 *City:
 *State: Select State
 *Zip:
 Phone:
 E-Mail:

Payment Details

*Payment Amount:

Payment Method

*Name as it Appears on Card:
 *Card Number:
 *Expiration Date: * Month * Year

Back Next Exit

Address

Billing Address:
 Test Test
 123 Test Street
 Baton Rouge, LA 70820

Payment Method

Credit Card
 Test
 x1111 01/12

Payment Amount

Amount:	\$200.00
Total:	\$200.00

Back Pay Now Exit

Confirmation: Upon successful payment, users are taken to the confirmation screen where the Application can be printed or users can return to the Main Menu.

Applications will print using Adobe Acrobat.

The confirmation page can be accessed through the User Profile at any time.

ADD APPLICATION

1 APPLICATION SETUP → 2 ENTER APPLICATION → 3 SUBMIT PAYMENT → 4 CONFIRMATION

Congratulations, your payment has gone through. Please save this information for your records.

Print Continue to Main Menu

10 EZ Application

The EZ Application consists of 13 sections, some sections are required but not all sections are required nor applicable for all applications.

Section 1: Company Description is required.

Section 2: Dept. of Revenue ID and Dept. of Labor Unemployment Insurance ID are required.

Owners and Affiliates can be added in this area.

Section 3: Questions 1, 2, 3 and Gaming must be answered.

During the Application process it is recommended to use the “Save & Continue Working” button often which will save all entered information and remain on the application screen.

If any information is unknown users should use the “Save & Finish Later” button which saves all entered information, marks the application “Pending” and stores the Application in the “Saved Documents” associated with the user account.

Enterprise Zone Program Application

SECTION 1 : COMPANY INFORMATION

Company Name: Test 123
Contract Name (Legal Name):
(name that the contract will be issued in)
[Click here to view the company details that will be attached with this application.](#)

Company Description:
Test Company Description

Ownership Type: Corporation

SECTION 2 : BUSINESS LEGAL STRUCTURE

Dept. of Revenue ID: 123456
NAICS Code: 54171
Dept. of Labor Unemployment Insurance ID: 123456

Owners - Schedule 1

Provide a complete listing of all of the company's owners. The owner's legal name should be listed as registered with the Louisiana Department of Revenue and their state tax identification provided. Click the button "Add Owner" below.

Affiliates - Schedule 2

List Affiliates of the applicant that made purchases for this project. Do not list construction contractors. The Affiliate's legal name should be listed as registered with the office of Louisiana Secretary of State, and their state tax identification number should be provided as issued by the Louisiana Department of Revenue. Click the button "Add Affiliate" below.

Affiliates - Schedule 3

List Affiliates of the applicant that will report and claim the depreciable assets from this project on their federal tax returns. The Affiliate's legal name should be listed as registered with the office of Louisiana Secretary of State, and their state tax identification number should be provided as issued by the Louisiana Department of Revenue. Click the button "Add Affiliate" below.

SECTION 3 : SUPPLEMENTAL QUESTIONS

1. Has another location within the state been closed or lost employment as a result of this project? Yes No
2. Has the Business or any affiliates received, applied for or considered applying for any other state incentive(s)? Yes No
3. Has there been a previous Enterprise Zone contract at this location? Yes No
4. Do you have a Sales Tax Registration Certificate issued by Louisiana Department of Revenue (LDR) for this project?
If you answer Yes, please attach a copy of your certificate in the Attachments section of this application. Yes No
**An LDR issued tax certificate is required on all seeking sales and use tax.

GAMING

Has the applicant or any affiliates received, applied for, or considered applying for a license to conduct gaming activities? Yes No

Section 4: User can download the Qualificaton Certificate.

Section 5: Project Type, Project Beginning Date, Project Ending Date and Project Description must be entered.

The project dates may be determinate on the day an Advance was submitted. In most cases, the project is not allowed to start before the Advance has been submitted.

Section 6: Users can download the Baseline Calculation Worksheet and enter Project Costs.

Section 7: The Annual Gross Payroll information entered, will automatically compound for cumulative columns.

Total Annual Permanent Net New Jobs is used in the Application Fee calculation.

Section 8: The Sales/Use Tax Rebate or Investment Tax Credit values must be entered/selected. These fields are used in the Application Fee calculation.

SECTION 4 : QUALIFICATION CERTIFICATION

Download and complete the **Qualification Certification**. Please upload the signed document in the Attachments section of the application.

SECTION 5 : PROJECT INFORMATION

Project Number:
 Project Type:
 Project Name (if applicable):
 Project Beginning Date: Cannot be before: 10/12/2015
 Project Ending Date:
 Project Description:

SECTION 6 : PROJECT COST

[Click here](#) to download the Baseline Calculation Worksheet. Please complete the document, and upload it in the Attachments area of the application. The **Baseline Number** calculated will need to be entered in the "Number of existing jobs at project site location(baseline)" field below.

Investment Costs	Number of Jobs	Payroll
Building & Material: <input type="text" value="\$100"/>	Number of existing jobs at project site location(baseline): <input type="text" value="1"/>	Existing Jobs: <input type="text" value="\$100"/>
Machinery & Equipment: <input type="text" value="\$100"/>	Number of employees transferred from other in-state site locations and affiliates: <input type="text" value="1"/>	In-State Transfers: <input type="text" value="\$100"/>
Labor & Engineering: <input type="text" value="\$100"/>	Number of employees transferred from other out-of-state locations and affiliates: <input type="text" value="1"/>	Out-of-State Transfers: <input type="text" value="\$100"/>
	Number of construction jobs created as a result of this project: <input type="text" value="1"/>	Construction: <input type="text" value="\$100"/>
Totals \$300		

SECTION 7 : ANTICIPATED PERMANENT FULL TIME NET NEW JOBS

Year	Annual Permanent Net New Jobs	Gross Payroll for Permanent Net New Jobs	Cumulative Gross Payroll for Net New Jobs
2015	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$100
2016	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$202
2017	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$306
2018	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$412
2019	<input type="text" value="1"/>	<input type="text" value="\$100"/>	\$520
Total	5	\$500	\$1,540

SECTION 8 : TAXES

State Sales/Use Tax Paid: Local Sales/Use Tax Paid:
 Estimated State Sales/Use Tax Rebate: Estimated Local Sales/Use Tax Rebate:
 ----- OR -----
 Investment Tax Credit:

Section 9: Users can check which benefit they anticipate receiving under the EZ Program.

Section 10: The Application Fee is calculated based on the entered information. If you feel your fee has been calculated incorrectly, contact a program administrator.

Section 11: Lists the contacts associated with the project.

Section 12: Qualification Certification and Baseline Calculation documents must be uploaded.

Users must save the application before uploading attachments.

Section 13: Certification Statement must be checked.

SECTION 9 : ESTIMATED JOB TAX CREDIT

The company anticipates receiving the following benefit under the EZ Program. (Can only select one.)

State Sales/Use Tax Rebate
 Refundable 1.5% Investment Tax Credit
 None

Estimated Number of Jobs	5
x Job Tax Credit (one time)	\$2,500
Total Estimated Job Tax Credit	\$12,500

SECTION 10 : APPLICATION FEE: \$500.00 (MINIMUM) --- \$15000.00 (MAXIMUM)

Total Estimated Tax Rebate or Investment Tax Credit	\$200
+ Total Estimated Job Tax Credit	\$12,500
x Percentage Due	0.005
= Application Fee	\$500.00

SECTION 11 : VERIFY CONTACTS

Please confirm that the following contact information is correct, especially the email address. A confirmation email will be sent to the contact person [Click here to edit contact information.](#)

First Name	Last Name	Company Name	Email	Incentive Program	Contact Type
Test 123	Test	Test Contact Company 123	123@123.com	RTA,ITE,QJ,EZ	Consultant
TEST 123	Test	Test Contact Company 123	123@123.com	RTA,ITE,QJ,EZ	Business

SECTION 12 : ATTACHMENTS

You must save this application before you can upload attachments! Once you have saved, the system will allow you to upload.

Please be aware that if you are seeking local sales tax rebates, Business Incentive Services must receive the endorsement resolution from the local governing authority prior to the application receiving approval from the Board of Commerce and Industry. If you received a local endorsement resolution, please upload a copy of the resolution.

Local Endorsement Resolution:
 No file selected.

Sales Tax Registration Certificate:
 No file selected.

Disclosure Authorization: The disclosure authorization is for a third party to be given the authority to file on behalf of a company.
 No file selected.

*Qualification Certification:

*Baseline Calculation:

Other:
 No file selected.

SECTION 13 : CERTIFICATION STATEMENT

I hereby certify that this project meets all Constitutional, statutory and regulatory provisions applicable to this program. I hereby certify that the information provided in this document and additional materials is true and correct and that I am aware that my submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing false public records (R.S. 14:133) and/or forfeiture of any tax benefits approved under this program. I understand that the application and information submitted shall not be returnable to the applicant.

I verify that I have read the text above and have accurately answered the questions in the form.

Submit Payment: Clicking the “Pay & Save” button will take users to a secure, third-party payment gateway where entered information is private and never shared with LED or any other parties (for more information, visit: www.firstdata.com). Payment can be made by either credit card or eCheck. Make sure the fee being charged is the same as the fee calculated on the application page. Once all information has been entered, click “Pay Now” button.

* Indicates required field

Project Details

FLTransactionID: 2019
 Business Legal Name: Melissa Company
 Project Name: Melissa Film
 Program Applied For: Film
 Amount Due: 200

Choose method of payment

Pay by electronic check

* Account Type:

Pay by credit card

Billing Address

*First Name: M.I.: *Last Name:
 *Street Line 1:
 Street Line 2:
 *City:
 *State:
 *Zip:
 Phone:
 E-Mail:

Payment Details

*Payment Amount:

Your account will be debited in 1 to 3 days from the date identified. If your payment date your payment will be executed on the next available banking day. Current date payment executed on the next valid banking date.

Payment Method

*Name On Account:
 *Account Number: [What's This?](#)
 *Routing Number: [What's This?](#)
 *Account Type: Checking Savings
 *Driver License Number:
 *Driver License State:

Address

Billing Address:
 Test Test
 123 Test Street
 Baton Rouge, LA 70820

Payment Method

Electronic Check
 Checking
 x5720
 123123123

Payment Amount

Amount: \$200.00
 Total: \$200.00

By clicking PAY NOW, I authorize my payment to be processed as an electronic funds transfer or draft drawn from my account. If the payment is returned unpaid, I authorize you or your service provider to collect the payment and my state's return item fee by electronic funds transfer(s) or draft(s) drawn from my account.

[Click here to view your state's returned item fee.](#)

If this payment is from a corporate account, I make these authorizations as an authorized corporate representative and agree that the entity will be bound by the NACHA Operating Rules. To exit without authorizing, click EXIT.

Billing Address

*First Name: M.I.: *Last Name:
 *Street Line 1:
 Street Line 2:
 *City:
 *State:
 *Zip:
 Phone:
 E-Mail:

Payment Details

*Payment Amount:

Payment Method

*Name as it Appears on Card:
 *Card Number:
 *Expiration Date: * Month * Year

Address

Billing Address:
 Test Test
 123 Test Street
 Baton Rouge, LA 70820

Payment Method

Credit Card
 Test
 x1111 01/12

Payment Amount

Amount: \$200.00
 Total: \$200.00

Confirmation: Upon successful payment, users are taken to the confirmation screen where the Application can be printed or users can return to the Main Menu.

Applications will print using Adobe Acrobat.

The confirmation page can be accessed through the User Profile at any time.

ADD APPLICATION

1 APPLICATION SETUP → 2 ENTER APPLICATION → 3 SUBMIT PAYMENT → 4 CONFIRMATION

Congratulations, your payment has gone through. Please save this information for your records.

11 ITE Application

The ITE Application consists of 9 sections, some sections are required but not all sections are required nor applicable for all applications.

Section 1: Louisiana Unemployment ID#, Product Manufactured and Manufacturing Process/Activities must be entered.

Section 2: Gaming question must be answered.

Section 3: Project Type, Project Description, Date construction and/or installation started (Project Beginning Date), Date construction and/or installation was completed (Project Ending Date) must be selected/entered.

The project dates may be determinate on the day an Advance was submitted. In most cases, the project is not allowed to start before the Advance has been submitted.

Investment Amount is used in the Application Fee calculation.

If any information is unknown users should use the "Save & Finish Later" button which saves all entered information, marks the application "Pending" and stores the Application in the "Saved Documents" associated with the user account

Industrial Tax Exemption Program Application

SECTION 1 : COMPANY INFORMATION

Company Name:

Company Legal Name:

Physical Address:

Parish: [Click here to view the company details that will be attached with this application.](#)

Louisiana Unemployment ID #: NAICS Code:

Product Manufactured:

Manufacturing Process/Activities:

SECTION 2 : GAMING

The Board of Commerce and Industry has adopted rules prohibiting any business engaged in or owned by someone engaged in gaming from being eligible to participate in the Incentives Programs.

Has the applicant or any affiliates received, applied for, or considered applying for a license to conduct gaming activities? Yes No

SECTION 3 : PROJECT INFORMATION

Project Number:

Type of Project:

Project Name:

Project Description:

Date construction and/or installation started(Project Beginning Date): Cannot be before: 10/12/2015

Date construction and/or installation was completed(Project Ending Date):

ESTIMATED JOBS		ESTIMATED PAYROLL	
Existing Jobs: (Full time persons employed in operations prior to project)	<input type="text"/>	Existing Payroll:	<input type="text"/>
New Jobs: (Additional full time persons to be employed in operations after this project is completed)	<input type="text"/>	New Payroll:	<input type="text"/>
Construction Jobs:	<input type="text"/>	Construction Payroll: (on-site)	<input type="text"/>
TOTAL JOBS:	0	TOTAL PAYROLL:	\$0

PROJECT INVESTMENT:		Investments	Restricted
Building & Materials (+)	<input type="text"/>	Obsolete Items (-)	<input type="text"/>
Machinery & Equipment (+)	<input type="text"/>		
Labor & Engineering (+)	<input type="text"/>		
INVESTMENT TOTAL =	\$0	LESS: RESTRICTED AMOUNT=	\$0

INVESTMENT AMOUNT to be considered for exemption: \$0
(Investment Total - Restricted Amount = Investment Amount)

Section 4: The Application Fee is calculated based on the entered information. If you feel your fee has been calculated incorrectly, contact a program administrator.

Users must save the application before adding Manufacturing Activities or Purchases.

Section 5: User can enter the manufacturing and non-manufacturing activities associated with the project.

Section 6: Users can enter individual purchases or upload the Breakdown of Purchased document in the Attachments section.

Section 7: Lists the contacts associated with the project.

Section 8: Attachments can be uploaded.

Users must save the application before uploading attachments.

Section 9: Certification Statement must be checked.

During the Application process it is recommended to use the “Save & Continue Working” button often which will save all entered information and remain on the application screen.

SECTION 4 : APPLICATION FEE CALCULATION

MINIMUM FEE -\$500 ~ MAXIMUM FEE - \$15000

Investment Amount	\$200
Effective Tax Rate	× 0.1100000000
Percentage Due	× 0.005
Application Fee	\$500.00

SECTION 5 : MANUFACTURING ACTIVITIES

Please provide the following information:

- Detailed description of non-manufacturing activities at the site. For example:
 - Sales, marketing or distribution of the manufactured product;
 - Installation, maintenance or repair of the manufactured product;
 - Providing other non-manufacturing services.
- Percentage of activities at the site constituting manufacturing, based upon annual sales revenue (unless another methodology is approved by LED).

Activity Type: Manufacturing

Description:

Percentage:

Percentage Manufacturing = N/A
Percentage Non-Manufacturing = N/A
Percentage Activities = N/A

SECTION 6 : BREAKDOWN OF PURCHASES

Listing of Supplies, Equipment and Services

Note: The following information is required on all purchases: (1) Name of supplier or contractor. (2) Description of Equipment or service. (3) Cost of the item.

You can either upload the Breakdown of Purchases in the Attachments section or you can enter them individually below.

Add Purchase

Vendor:

Description Of Item: (Include Manufacturer)

Cost: (in whole \$'s)

Use: Manufacturing

SECTION 7 : VERIFY CONTACTS

Please confirm that the following contact information is correct, especially the email address. A confirmation email will be sent to the contact person Click here to edit contact information.

First Name	Last Name	Company Name	Email	Incentive Program	Contact Type
Test 123	Test	Test Contact Company 123	123@123.com	RTA,ITE,QJ,EZ	Consultant
TEST 123	Test	Test Contact Company 123	123@123.com	RTA,ITE,QJ,EZ	Business

SECTION 8 : ATTACHMENTS

You must save this application before you can upload attachments! Once you have saved, the system will allow you to upload. You can attach a document of the **Breakdown of Purchases** instead of filling out the chart above.

Breakdown of purchases:

No file selected.

Disclosure Authorization: The disclosure authorization is for a third party to be given the authority to file on behalf of a company.

No file selected.

Other:

No file selected.

SECTION 9 : CERTIFICATION STATEMENT

I hereby certify that this project meets all Constitutional, statutory and regulatory provisions applicable to this program. I hereby certify that the information provided in this document and additional materials is true and correct and that I am aware that my submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing false public records (R.S. 14:133) and/or forfeiture of any tax benefits approved under this program. I understand that the application and information submitted shall not be returnable to the applicant.

I verify that I have read the text above and have accurately answered the questions in the form.

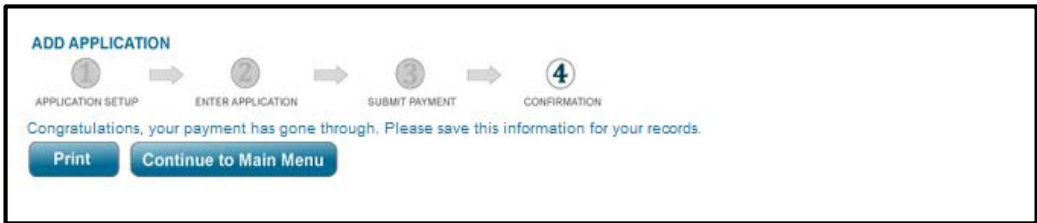
Pay
Save & Continue Working
Save & Finish Later

Submit Payment: Clicking the “Pay & Save” button will take users to a secure, third-party payment gateway where entered information is private and never shared with LED or any other parties (for more information, visit: www.firstdata.com). Payment can be made by either credit card or eCheck. Make sure the fee being charged is the same as the fee calculated on the application page. Once all information has been entered, click “Pay Now” button.

Confirmation: Upon successful payment, users are taken to the confirmation screen where the Application can be printed or users can return to the Main Menu.

Applications will print using Adobe Acrobat.

The confirmation page can be accessed through the User Profile at any time.



12 RTA Application

The RTA Application consists of 9 sections, some sections are required but not all sections are required nor applicable for all applications.

Section 1: Lists the Property Information.

Section 2: Residential, Owner-Occupied, Rented or Leased, Year Structure Built, Current or Prior Use, Proposed Use and Federal Historic Preservation Tax Incentives question must be entered/answered.

If Residential, the NAICS code will automatically set to 11111 since the project deals with residential property. This may be changed from the company profile screen if necessary.

If Historic, the Name of the Historic District must be entered.

If listed on the National Register of Historic places, the year listed must be entered.

Section 3: Users can enter the property tax values and millage rate. The millage rate is used to calculate the Application Fee.

Restoration Tax Abatement Program Application

SECTION 1: PROPERTY INFORMATION

Business/Homeowner's Name: Test 123
Street Address: 123 Test Drive
City: Test City State: LA Zip:
Parish: Acadia

SECTION 2: PROPERTY USAGE

Residential Yes No Year Structure Built:

Owner-Occupied Yes No In which type of District is your Project located?

Rented or Leased Yes No Name of Historic District: (if applicable):

Current or Prior Use:

Proposed Use:

Gross Square Footage
Before Project:
After Project:

Is your building listed or pending being listed on the National Register of Historic Places? Yes No

If yes, year listed?

Will it be eligible for Federal Historic Preservation Tax Incentives? Yes No

SECTION 3: PROPERTY TAX

Assessed value of the existing structure only (shown as improvement or building on your tax bill) for this project. Do not include assessed land value. See most recent property tax bill for this value or contact the assessor.

Amount of taxes paid on the existing structure only for the year before the beginning of the project. This amount is a percentage of total taxes paid on land and improvements. Obtain from the tax collector.

Have ad valorem taxes been paid on this property on the basis of an assessed valuation which reflects the improvements made by the project? Yes No

Millage Rate for this property:

Note: Proof of the millage rate can be obtained from the parish assessor and MUST be uploaded in the Attachments section of this application.

Section 4: Project Type, Beginning Date, Ending Date, Total Investment of Project, Total Jobs and Project description must be entered. Total Investment of Project is used in the Application Fee Calculation.

The project dates may be determinate on the day an Advance was submitted. In most cases, the project is not allowed to start before the Advance has been submitted.

Section 5: The Gaming question must be answered.

Section 6: Lists the contacts associated with the project.

Section 7: The Application Fee is calculated based on the entered information. If you feel your fee has been calculated incorrectly, contact a program administrator.

Residential, Owner-Occupied projects will not have an application fee minimum and will use an Assessment percentage of 0.10. All other types of RTA are considered commercial and will have a \$500 minimum application fee and use an Assessment percentage of 0.15.

During the Application process it is recommended to use the “Save & Continue Working” button often which will save all entered information and remain on the application screen.

If any information is unknown users should use the “Save & Finish Later” button which saves all entered information, marks the application “Pending” and stores the Application in the “Saved Documents” associated with the user account.

SECTION 4: PROJECT INFORMATION

Project Type: Project Number: 20151454

Estimated Construction Dates
 Beginning Date: Beginning date cannot be prior to Advance Notification submittal date.
 Ending Date:

Estimated Investment Costs	Estimated Number of Jobs	Estimated Payroll
Building & Materials: <input type="text" value="\$100"/>	New Jobs: <input type="text" value="1"/>	New Jobs Payroll: <input type="text" value="\$100"/>
Machinery & Equipment: <input type="text" value="\$100"/>	Construction Jobs: <input type="text" value="1"/>	Construction Jobs Payroll: <input type="text" value="\$100"/>
*Labor & Engineering: <input type="text" value="\$100"/>		
Total Investment of Project: \$300	Total Jobs: 2	Total Payroll: \$200

*Includes estimated construction jobs, payroll, and non-construction (soft) costs

Please explain the Project in detail. At least one paragraph detailed description of the Project with some historical overview (if applicable).

Detailed description

SECTION 5: GAMING

The Board of Commerce and Industry has adopted rules prohibiting any gaming on the site of or related to the operation of a business participating in one of the incentive programs.

Has the applicant or any affiliates received, applied for, or considered applying for a license to conduct gaming activities? Yes No

SECTION 6: VERIFY CONTACTS

Please confirm that the following contact information is correct, especially the email address. A confirmation email will be sent to the contact person [Click here to edit contact information.](#)

First Name	Last Name	Company Name	Email	Incentive Program	Contact Type
Test 123	Test	Test Contact Company 123	123@123.com	RTA,ITE,QJ,EZ	Consultant
TEST 123	Test	Test Contact Company 123	123@123.com	RTA,ITE,QJ,EZ	Business

SECTION 7: APPLICATION FEE

(\$0.00 MINIMUM—\$15000.00 MAXIMUM)

Investment amount: \$300 * Assessment %:0.1 * Millage rate:0.111 * Years exempted:5 * Percent due:0.005 = Application fee: \$0.08

Section 8: Resolution of the Property Owners, Proof of Ownership, Legal Property Description, Plot Map, Copy of Building Permit, before project picture, Rendering of completed structure, Name and address of all owners, Current assess value of structure, Copy of tax invoice, District type certification, Proof of Millage Rate, must be uploaded.

Depending on the project, other attachments may be needed as well.

Users must save the application before uploading attachments.

SECTION 8: ATTACHMENTS

You must save this application before you can upload attachments! All attachments with (*) must be checked and the file must be uploaded before the application is sent to LED.

*NOTE: After browsing for a file click upload for that file before moving on to other files.

<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">*Resolution of the Property Owners / Resolution of Board of Directors with original signatures stating that whomever files this documentation has the authority to do so for the company.</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">*Proof of Ownership: Act of sale or option to acquire the property.</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">*A legal property description (suitable for insertion into the exemption contract)</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">*A plot map</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">*A copy of the building permit issued for the project.</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">*Picture of the structure before beginning the project</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">*A rendering of the structure as it will appear after completion of the project.</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">*Names and addresses of all owners (if a corporation, the principal stockholders of the corporation).</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">*Current assessed value of the structure only (improvements) and the taxes paid on the structure only.</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">*A copy of the tax invoice for the year prior to beginning of the project from the parish assessor.</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">*Certification from the local governing authority that the structure is in a Downtown Development District, an Historic District, or an Economic Development District specifically designated as such for this program.</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">If the project is a 'certified historic structure' as defined in Section 1305 (D)*, Certification from the Louisiana Department of Culture, Recreation, and Tourism, Division of Historic Preservation that the project meets the National Park Service requirements for restoration projects known as The Secretary of the Interior's "Standards for Rehabilitating Historic Structures".</p> <p style="font-size: x-small; margin: 0; color: red;">This is mandatory if the project is located in downtown New Orleans or downtown Shreveport.</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">* Proof of Millage Rate from the parish assessor</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">Other - please attach any other documents that LED may need to process the application</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">Other - please attach any other documents that LED may need to process the application</p>

ATTACHMENTS FOR "OWNER-OCCUPIED RESIDENCES" ONLY

<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">A statement certifying that the minimum rehabilitation cost incurred to the owner-occupied residence project will be equal to or greater than twenty-five percent of the assessed valuation of the improvements located on the property prior to the commencement of the expansion, restoration, improvement, or development. Click here to download the Minimum Rehabilitation Certification Statement.</p>
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">A statement certifying that the owner-occupied residence project will be completed within a twenty-four month period. Click here, to download the 24-Month Completion Period Certification.</p>

ATTACHMENT FOR RTA APPLICATIONS WHERE CONSTRUCTION HAS BEEN COMPLETED PRIOR TO FILING THE APPLICATION, AND FOR ALL RENEWAL APPLICATIONS

<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	<p style="font-size: x-small; margin: 0;">Submit a written, notarized certification on the applicant company's or personal letterhead (or use the CERTIFICATION form provided in the Rules book) and provide the RTA certification.</p>
---	---

Section 9: Certification Statements must be checked.

SECTION 9: CERTIFICATION STATEMENT

I hereby certify that Ad Valorem taxes have not been paid on improvements for which the exemption is being applied for under this application

I hereby certify that this project meets all Constitutional, statutory and regulatory provisions applicable to this program. I hereby certify that the information provided in this document and additional materials is true and correct and that I am aware that my submission of

any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing false public records (R.S. 14:133) and/or forfeiture of any tax benefits approved under this program. I understand that the application and information submitted shall not be returnable to the applicant.

Submit Payment: Clicking the “Pay & Save” button will take users to a secure, third-party payment gateway where entered information is private and never shared with LED or any other parties (for more information, visit: www.firstdata.com). Payment can be made by either credit card or eCheck. Make sure the fee being charged is the same as the fee calculated on the application page. Once all information has been entered, click “Pay Now” button.

Confirmation: Upon successful payment, users are taken to the confirmation screen where the Application can be printed or users can return to the Main Menu.

Applications will print using Adobe Acrobat.

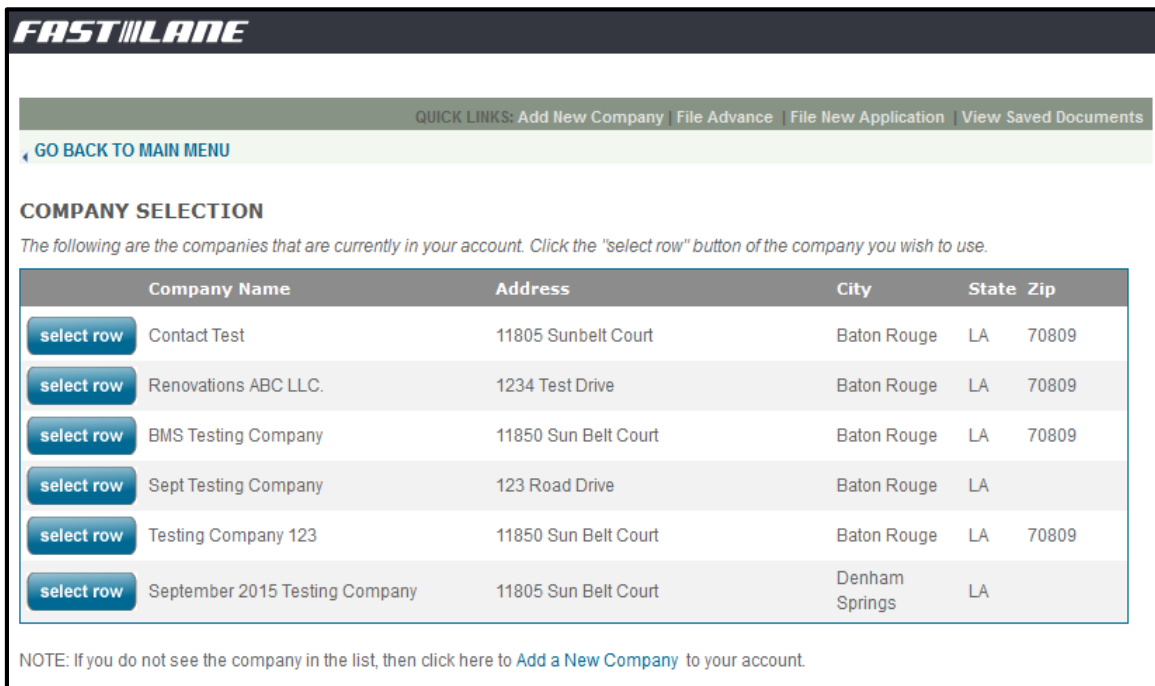
The confirmation page can be accessed through the User Profile at any time.

13 View Profile/Manage Companies

All of FastLane’s functions are reachable from the User Profile. In the User Profile, users can view/review multiple companies associated with the user profile, switch between different accounts and view the application status as well as change user password.

13.1 Company Selection

Users with more than one company will be required to select their company before they can view saved documents. To select a company, click ‘Select row’ button next to the Company Name. Once you are working under a specific company’s profile, in order to view a document for a different company, you must return to the main menu and select the new company profile in order to see the correct documents.



FASTLANE

QUICK LINKS: [Add New Company](#) | [File Advance](#) | [File New Application](#) | [View Saved Documents](#)

[GO BACK TO MAIN MENU](#)

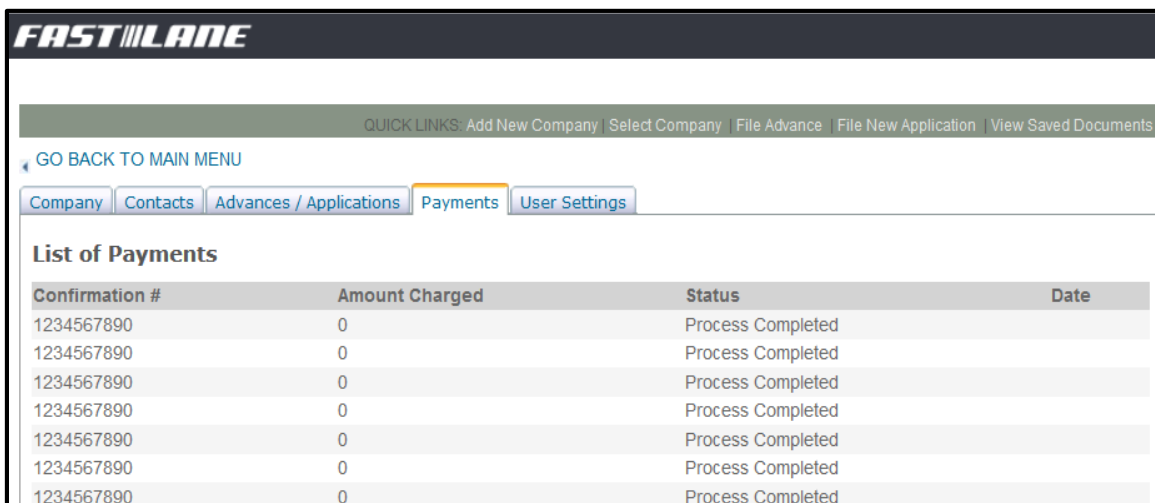
COMPANY SELECTION

The following are the companies that are currently in your account. Click the "select row" button of the company you wish to use.

	Company Name	Address	City	State	Zip
select row	Contact Test	11805 Sunbelt Court	Baton Rouge	LA	70809
select row	Renovations ABC LLC.	1234 Test Drive	Baton Rouge	LA	70809
select row	BMS Testing Company	11850 Sun Belt Court	Baton Rouge	LA	70809
select row	Sept Testing Company	123 Road Drive	Baton Rouge	LA	
select row	Testing Company 123	11850 Sun Belt Court	Baton Rouge	LA	70809
select row	September 2015 Testing Company	11805 Sun Belt Court	Denham Springs	LA	

NOTE: If you do not see the company in the list, then click here to [Add a New Company](#) to your account.

Users with only one company associated with their account will be taken directly to the User Profile.



FASTLANE

QUICK LINKS: [Add New Company](#) | [Select Company](#) | [File Advance](#) | [File New Application](#) | [View Saved Documents](#)

[GO BACK TO MAIN MENU](#)

[Company](#) | [Contacts](#) | [Advances / Applications](#) | **[Payments](#)** | [User Settings](#)

List of Payments

Confirmation #	Amount Charged	Status	Date
1234567890	0	Process Completed	
1234567890	0	Process Completed	
1234567890	0	Process Completed	
1234567890	0	Process Completed	
1234567890	0	Process Completed	
1234567890	0	Process Completed	
1234567890	0	Process Completed	

13.2 Company

Users can add and edit company information in this tab, simply make the changes then click “Update and Save” button.

FAST LANE

QUICK LINKS: Add New Company | Select Company | File Advance | File New Application | View Saved Documents

GO BACK TO MAIN MENU

Company | **Contacts** | Advances / Applications | Payments | User Settings

You may add/edit this company's information. Please click Update and Save.

Company Information (This is the company receiving the tax incentives)

*Company Name: Federal Tax Id:

NAICS Code: Year Established:

LA Revenue Acct #:

LA Unemployment Insurance #1:

LA Unemployment Insurance #2:

Company Description:

Company Phone: Ext: Fax:

Company Web Address:

Ownership Type: Foreign Owned

Physical Location of the Project:

* Address Line 1:

Address Line 2:

* City: State: Zip Code:

* Parish:

Mailing Address: Same as Physical Address

*Address Line 1:

Address Line 2:

*City: State: Zip Code:

Update & Save

13.3 Contacts

Users can view the list of Contacts associated and assigned to the respective incentive program. Edits can be made as well as incentive program re-assignment of a company’s contacts.

To make edits, simply click the “Edit Contact” button and users will be taken to the ‘Assign Contacts’ screen.

FAST LANE

QUICK LINKS: Add New Company | Select Company | File Advance | File New Application | View Saved Documents

GO BACK TO MAIN MENU

Company | **Contacts** | Advances / Applications | Payments | User Settings

View your list of Contacts that will be receiving the correspondence (letters, phone calls, etc.) below. If you need to edit the detailed contact information, [click here](#) to re-assign this company's contacts.

List of Contacts

First Name	Last Name	Company Name	Email	Incentive Program
Tester	Testing	Test 789 Contact	bmadson@teisd.com	QJ
Tester	Testing	Test 789 Contact	bmadson@teisd.com	RTA
Tester	Testing	Test 789 Contact	bmadson@teisd.com	ITE
Tester	Testing	Test 789 Contact	bmadson@teisd.com	EZ

Edit Contacts

13.4 Advances/Applications

Users can view or print detailed advance, application and compliance document information, for processed projects, by clicking on the “View Details” button for all processed items.

Users can begin a new advance by clicking on the “Add Advance” button.

Users can begin a new application by clicking on the “Add Application” button.

FASTLANE

QUICK LINKS: [Add New Company](#) | [Select Company](#) | [File Advance](#) | [File New Application](#) | [View Saved Documents](#)

[GO BACK TO MAIN MENU](#)

Company
Contacts
Advances / Applications
Payments
User Settings

If you need to view or print the detailed advance/application information, click on the view details button.

List of Advances

	Advance #	Begin Date	End Date	Project Parish	Incentive Program	Received Date
View Details	20151350	09/16/2015	09/16/2016	East Baton Rouge	EZ, RTA, ITE	09/16/2015
View Details	20151351	09/16/2015	09/16/2015	East Baton Rouge	QJ, RTA, ITE	09/16/2015
View Details	20151352	09/16/2015	09/16/2015	East Baton Rouge	QJ, RTA, ITE	09/16/2015
View Details	20151353			Ouachita	EZ, RTA, ITE	09/17/2015

Add Advance

List of Applications

	Application #	Incentive Program	Project Name	Received Date	Application Status	Contract Start Date	End Date
View Details	20151350E-ITE	ITE		09/17/2015	Online AFC Received		
View Details	20151350E-ITE	ITE		09/17/2015	Online AFC Received		
View Details	20151350B-ITE	ITE		09/17/2015	Online - Application Received		
View Details	20151350C-ITE	ITE		09/17/2015	Online - Application Received		
View Details	20151350-EZ	EZ		09/17/2015	Board Approved		
View Details	20151350-RTA	RTA		09/17/2015	Board Approved		
View Details	20151351-QJ	QJ		09/17/2015	Online - Application Received		
View Details	20151350A-ITE	ITE		09/17/2015	Online - Application Received		
View Details	20151350D-ITE	ITE		09/17/2015	Board Approved		

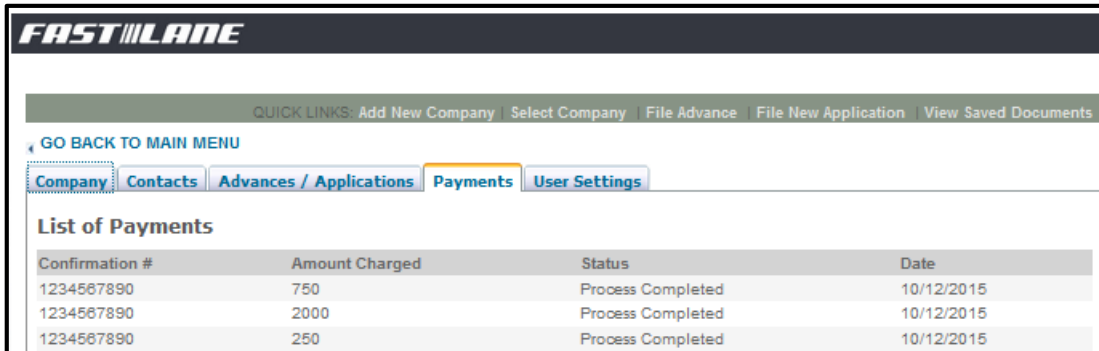
Add Application

List of Compliance Documents

	Application #	Incentive Program	Compliance Type	Submitted Date
View Details	20151350E-ITE	ITE	PCR	9/17/2015 1:59:06 PM
View Details	20151350E-ITE	ITE	AFC	9/17/2015 1:59:06 PM

13.5 Payments

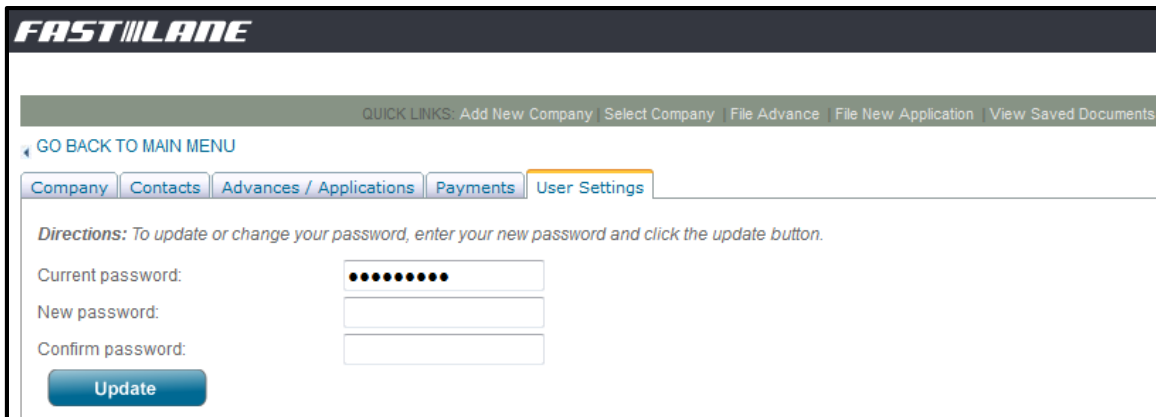
Users can view a list of all transactions associated with their company.



Confirmation #	Amount Charged	Status	Date
1234567890	750	Process Completed	10/12/2015
1234567890	2000	Process Completed	10/12/2015
1234567890	250	Process Completed	10/12/2015

13.6 User Settings

Users can change the password associated with the user account by filling in the appropriate fields and clicking the “Update” button. Note: Current Password must be known.



Directions: To update or change your password, enter your new password and click the update button.

Current password:

New password:

Confirm password:

14 View Saved Documents

All saved advances and applications that have not be submitted but have been saved will be listed. These documents are considered “pending” Users can continue working on the advance or application by clicking “Select” on the document row. Once an advance or application has been processed, it will no longer be listed in Saved Documents but will be available in the User Profile – Advances/Applications tab.

The screenshot displays the FAST LANE web application interface. At the top, there is a navigation bar with the FAST LANE logo and a menu of quick links: Add New Company, Select Company, File Advance, and File New Application. Below this is a button labeled "GO BACK TO MAIN MENU". The main content area is divided into two sections: "Advance Selection" and "Application Selection".

Advance Selection

View the "saved" documents below. Click on the document row that you would like to finish and submit to LED.

	Advance #	Begin Date	End Date	Project Parish	Incentive Program
Select	Pending	09/17/2015	09/17/2016	East Baton Rouge	EZ, RTA, ITE

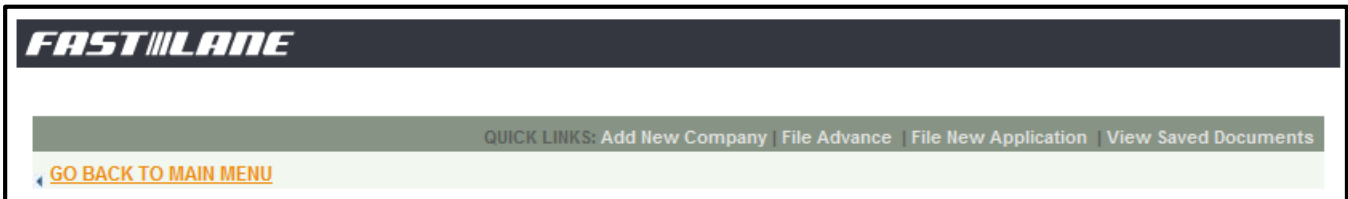
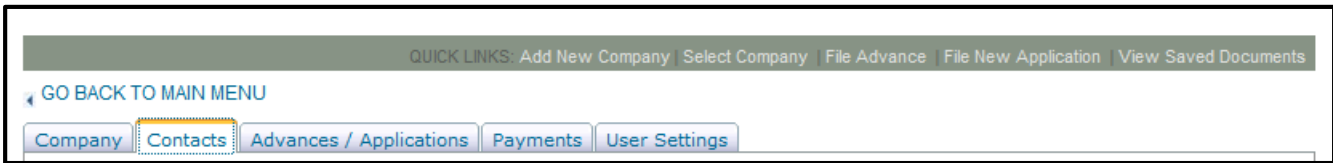
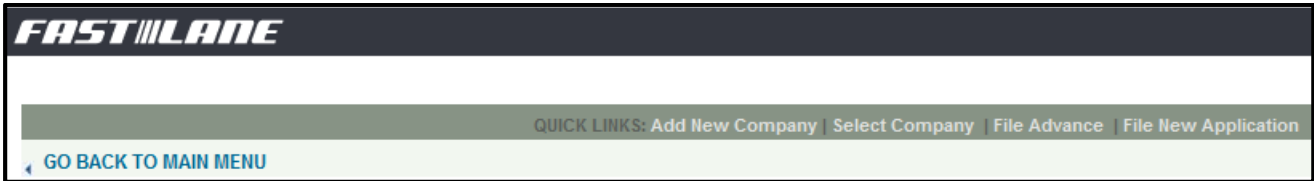
Application Selection

	Application #	Incentive Program	Address	City
Select	20151353-EZ	EZ	11805 Sun Belt Court	Monroe

15 Quick Links

At the top of some FastLane pages will be a menu of Quick Links. These links allow easy navigation through the FastLane system to the following areas:

- [Add New Company](#)
- [Select Company](#)
- [File Advance](#)
- [File New Application](#)
- [View Saved Documents](#)



16 Frequently Asked Questions

Q: How do I access my Saved Documents?

A: Users can access pending saved advances or applications by clicking on the menu item, “View Saved Advances and Applications” on the Main Menu or from the menu item, “View Saved Documents” in the Quick Links at the top of the User Profile or Company Selection pages. This will allow users to select the desired document and continue working. Once users have completed their advance or application, it will no longer be listed in Saved Documents but will be available in the User Profile – Advances/Applications tab.

Q: How to reset or change my password?

A: Passwords that are unknown cannot be reset or changed online. If your password is unknown, please contact the [FastLane Helpdesk](#) via email or call (225) 342-3000.

Users can change their password if their current password is known, by clicking on the Main Menu item, “View my Profile/Manage my Companies” and then selecting the ‘User Settings’ tab. Then, users can enter their current password and their new password. Click “Update” button to save your new password.

Q: Can I change my username?

A: Usernames cannot be changed. If you have lost or cannot remember your username, please contact the [FastLane Helpdesk](#) via email or call (225) 342-3000 for assistance.

Q: How to resolve issues on the payment screen?

A: FastLane uses an external payment site. FastLane operates best on the most updated browsers, specifically Internet Explorer and Mozilla Firefox. Try updating your browser or switching browsers if you experience issues on certain screens. If the problems persist, please contact the [FastLane Helpdesk](#) via email or call (225) 342-3000 for assistance.

Q: Should I update my browser?

A: Before filing any document on Fastlane, users should update their browser to ensure optimal browser compatibility. FastLane operates best on the most updated browsers, specifically Internet Explorer and Mozilla Firefox. If experiencing technical issues, try updating the browser or switching browsers. If the problems persist, please contact the [FastLane Helpdesk](#) via email or call (225) 342-3000 for assistance.

Q: How to apply for the RTA program as a Homeowner and not Company?

A: The process to apply for RTA program as a Homeowner and not Company is the same. Instead of creating an actual company, users will list their name and details for the Company Name and details. They will do the same when adding a contact, but will be required to choose a contact type. It is recommended to choose “Business” as the contact type.

Q: What is an Access Code?

A: Each company location in Fastlane has a unique access code. Companies that have sent Advances or Applications to LED in the past, can benefit from this access code. By entering the Access Code into the LED system, all previous history information (including advances) from LED's internal system will be linked to your account for easy access.

If you are a consultant and need multiple company Access codes, you can call a LED Business Incentive Representative. If you are new to Fastlane, you will not need the access code.