

## Economic Empowerment Zone Payroll Tax Relief Checklist

Yellow areas below carried out by BEDC

Required Information	Description	Date Received or Completed
<b>Application</b>	<ul style="list-style-type: none"> <li>Submit a complete application form</li> <li>Must be filled out completely, accurately and signed by all owners of the business if more than one owner</li> </ul>	
<b>Valid Identification</b>	<ul style="list-style-type: none"> <li>Demonstrates that the applicant is Bermudian.</li> <li>If non-Bermudian is a partner, the Bermudian must hold the controlling interest and a copy of the partnership agreement must be submitted.</li> </ul>	
<b>Signed Lease</b>	<ul style="list-style-type: none"> <li>This can highlight the commencement of business</li> </ul>	
<b>Utility Bill</b>	<ul style="list-style-type: none"> <li>This can verify the business is operating</li> </ul>	
<b>List of Employees</b>	<ul style="list-style-type: none"> <li>This highlights how many employees the business has at the time applying for the payroll tax relief</li> </ul>	
<b>Office of the Tax Commissioner's Payroll Tax ID Letter</b>	<ul style="list-style-type: none"> <li>This verifies the business is registered with OTC</li> </ul>	
<b>Dept of Social Insurance Employer ID Letter</b>	<ul style="list-style-type: none"> <li>This verifies the business is registered with DOSI and any employees</li> </ul>	
<b>Site Visit to Business</b>	<ul style="list-style-type: none"> <li>BEDC Officers conduct this to ensure business is operating</li> </ul>	
<b>OTC Check</b>	<ul style="list-style-type: none"> <li>To confirm the applicant has not owned a previous business and the business is legally registered</li> </ul>	
<b>DOSI Check</b>	<ul style="list-style-type: none"> <li>To confirm the applicant has not owned a previous business and the business is legally registered</li> </ul>	
<b>Approval Processing Times</b>	<ul style="list-style-type: none"> <li>5 business days for BEDC approval from receipt of full application and site visit</li> </ul>	
<b>Approval Letter</b>	<ul style="list-style-type: none"> <li>Issued to Applicant</li> <li>Emailed to OTC</li> </ul>	