



Ohio Administrative Code

Rule 122:7-1-07 Reports.

Effective: January 9, 2025

(A) Each taxpayer that is party to a tax credit agreement will report to the director annually during the term of the tax credit the number of eligible full-time equivalent employees first employed by the taxpayer at the project location as a result of the project, the total number of full-time equivalent employees employed by the taxpayer at the project location, the total payroll from operations at the project location, the income tax revenue from operations at the project location, Ohio employee payroll from operations at the project location as defined in division (A) section 122.17 of the Revised Code, the average hourly wage of the full-time equivalent employees, the amount of any transferred payroll during the tax year, the original cost of fixed-asset investment made at the project location, and any other information the director deems necessary to perform the director's duties under section 122.17 of the Revised Code. Each taxpayer's report to the director is to be certified as accurate and complete by the original signature of any authorized officer of the taxpayer.

(B) If a taxpayer uses a professional employer organization as defined in section 4125.01 of the Revised Code in conjunction with the project as authorized under section 4125.042 of the Revised Code, the taxpayer is responsible for collecting all appropriate information from the professional employer organization necessary to complete the report to the director identified in paragraph (A) of this rule and failure to do so will be considered a taxpayer's failure to file.

(C) The taxpayer's annual report is to be electronically mailed prior to or received by the director no later than March first of each year immediately succeeding the calendar year that is the subject of the annual report.

(D) Each taxpayer will maintain substantial operations at the project location for a time period consistent with division (D)(3) of section 122.17 of the Revised Code. During the post-term reporting period, the taxpayer is to submit an annual certification to the director by electronic submission no later than March first of each year succeeding the calendar year that is the subject of the annual certification. As part of its annual certification, the taxpayer is to submit to the director information demonstrating the taxpayer maintains operations at the project location and the total full-



time equivalent employees at the project location, as well as other information as may be requested by the director.

(E) Each taxpayer and any professional employer organization utilized in the project will establish and maintain for at least four years from the conclusion of the post-term reporting period such records of the taxpayer and professional employer organization that substantiate the employment, investment, and operations on which the tax credits are granted and issued. Such records include, but are not limited to, records of personnel, wage records for employees at the project location and conditions of employment. The taxpayer and any professional employer organization is to organize and make available such records for the review and verification of the director or the director's representatives and appropriate state agencies or officials. The taxpayer and any professional employer organization will permit such officials and their representatives to audit, examine and make excerpts or transcripts from records maintained under this rule at any time during normal business hours upon written notice as often as the director may deem necessary. In the event the director determines a taxpayer has submitted an annual report containing erroneous data or data not supported by the records maintained under this rule, the director may, after providing notice, have the taxpayer resubmit corrected annual reports for the years in which such reports were filed with the applicable fees described in rule 122:7-1-04 of the Administrative Code. Thereafter, the director is to issue amended certificates consistent with amended data and report such amendments to the tax commissioner.

(F) If a taxpayer fails to file any complete annual report during the term of the tax credit, as described in paragraph (A) of this rule, within one hundred eighty days of the March first deadline, the taxpayer may be deemed to have discontinued operations at the project location and is subject to the refund provisions of division (K) of section 122.17 of the Revised Code. A complete annual report is one that meets the requirements of paragraph (H) of this rule.

(G) If a taxpayer fails to file any complete annual post-term reporting period annual certification, as described in paragraph (D) of this rule, within one hundred eighty days of the March first deadline, the taxpayer may be deemed to have discontinued operations at the project location and is subject to the refund provisions of division (K) of section 122.17 of the Revised Code. A complete annual certification is one that meets the requirements of paragraph (H) of this rule.



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(H) For the purposes of this rule, a complete annual report or complete annual certification means an annual report or annual certification that complies with the filing timeframes of paragraphs (C) and (D) of this rule and includes all of the information required by paragraphs (A) and (D) of this rule in a manner prescribed by the director.