

## **Instructions for Preparing Notice of Intent**

The Notice of Intent (NOI) is provided to assist businesses which are expanding or locating in the state and whose county tier is reclassified or census tract is removed from either the Less Developed Census Tract or Military Zone listings. Timely filing of the NOI will allow a business to continue to claim the tier or census tract classification in effect for the year prior to the year the NOI is filed. Please note that the NOI must be filed with DCA no later than March 31<sup>st</sup> after the rankings are released in order to continue to claim the prior year ranking (i.e., to preserve the 2024 ranking, the NOI must be postmarked or filed with DCA no later than March 31, 2025).

**Line 1** – Enter the name of the taxpayer creating jobs.

**Line 2** – Mailing address to which accepted Notice of Intent should be returned.

**Line 3** – Location address(es) in Georgia where jobs will be created. So long as the locations are in the same county designation or same Census Tract within the same county being preserved, the addresses may be presented on the same NOI form.

**Line 4** – County in Georgia where jobs will be created.

**Line 5** – This number should reflect the number of proposed new, full-time jobs that the taxpayer will create over the next three (3) years and should at least equal the tier threshold required. (Note that the minimum job threshold must be met in a single tax year and that new, full-time jobs must conform to the applicable definitions found in the Job Tax Credit Regulations.)

**Line 6** –The years listed should reflect the three (3) consecutive years of job creation for which the notice is submitted, not to exceed five (5) years from the submission date.

**Line 7** – List the most appropriate NAICS Code for the type of operation where jobs will be created and briefly describe the type of operation at the location where the jobs will be created.

Complete **only one** to preserve the proper designation of the specified location: **(a)** to certify the county tier **OR (b)** to certify the census tract.

- For the county tier, fill in (a) with the name of the county and the tier number being preserved.
- For the census tract, fill in (b) with the census tract number.

Please note that only (a) or (b) should be completed, depending upon whether the credit will be claimed under the county tier designation or the less developed/military census tract designation. Additional information on the Job Tax Credit Program and the Notice of Intent are available in the program regulations available on the Georgia Secretary of State’s website in their entirety.

## Notice of Intent For Georgia Job Tax Credit

1. Name of Company: \_\_\_\_\_
2. Mailing Address of Company (where accepted form will be returned): \_\_\_\_\_  
\_\_\_\_\_
3. Location Address of Business Establishment Creating Jobs: \_\_\_\_\_  
\_\_\_\_\_
4. Name of County in which Jobs will be Created: \_\_\_\_\_
5. Number of New, Full-time Jobs to be Created: \_\_\_\_\_
6. Year(s) in which Jobs will be Created: \_\_\_\_\_  
\_\_\_\_\_
7. Type of Business Establishment (including NAICS Code): \_\_\_\_\_  
\_\_\_\_\_

Whereas the aforementioned taxpayer has abided by and will abide by all Job Tax Credit Program rules and regulations, application is hereby made to the Georgia Department of Community Affairs for certification that the above location may qualify for the Job Tax Credit for new, full-time jobs in a:

- (a) County Tier for \_\_\_\_\_ County\* in Tier \_\_\_\_\_ (if Tier 1: Ranked 1-40? Y or N); ***OR***  
 (b) Less Developed Census Tract for Census Tract \_\_\_\_\_ \* (Military Zone? Y or N)

\* Please complete only item (a) or (b) above, as this form will only apply to one designation, as completed above.

Date	Signature of Officer for above-named Company
Legibly Print Contact Name	Legibly Print Officer's Name
Legible Contact Email Address	Title of Officer
Contact Phone Number	Officer's Phone Number
	Officer's Email Address

Please provide **all** contact information above in case DCA needs to make contact about the information provided on this form.

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*Department Use Only*

Mailing Address:  
 Job Tax Credit Program Coordinator  
 Georgia Department of Community Affairs  
 60 Executive Park South, NE  
 Atlanta, GA 30329

Accepted:

\_\_\_\_\_  
Date

Or via email:  
 oed@dca.ga.gov

\_\_\_\_\_  
By