

Sample Notification Letter for the New Jobs Tax Credit and Enhanced New Jobs Tax Credit

DATE

Jennifer E. Barrett, Director
Montgomery County Department of Finance
101 Monroe Street, 15th Floor
Rockville, Maryland 20850

Dear Ms. Barrett,

This is to notify you of YourBusiness's intent to receive the (Enhanced) New Jobs Tax Credit. Currently YourBusiness is located at #### StreetName, Town, State, ZipCode. YourBusiness currently has #### full-time permanent employees, housed in ##### square feet of space. It is YourBusiness's intention to expand by ### permanent full-time employees and by ##### square feet of space by Month 200#.

I will forward to you YourBusiness's quarterly filing (covering the current month) for either Maryland withholding taxes or unemployment insurance taxes when it becomes available. I will also send you a copy of our current lease, detailing the amount of space YourBusiness occupies. (*Or some other document detailing the space occupied*).

Sincerely,

YourBusiness's Contact

Please note: If you wish to receive an Enhanced tax credit under the job retention provision, you must state the number of jobs you wish to retain.