

CITY OF ZION TAX INCREMENT FINANCING

Application Packet



William Lane Harrison, Mayor

For information regarding this packet, please contact:

**Sonolito Bronson
Economic Development Coordinator
(847) 746-4056
sonolitob@zion.il.us**

Application Process

Please read carefully!

1. Completed applications must be submitted to the Office of Economic Development by the last Wednesday of every month. The following items **must** be included in your packet.
 - Your business plan. (Attach as **Exhibit A**)
 - Name(s) and biographical information of all principles involved in the project, including yours. (Attach as **Exhibit B**)
 - A brief summary of your experience and knowledge related to this business. (Attach as **Exhibit C**)
 - The TIF Assistance Request Form. (Attach as **Exhibit D**)
 - At least three (3) proposals and drawings supporting your request for assistance. (Attach as **Exhibit E**)
 - Three (3) professional references. (Attach as **Exhibit F**)

If any of these items are missing, your application will be considered incomplete and will be returned.

2. The TIF Board of Review meets the **second Monday** of every month as needed at 5:00pm in Zion City Hall. All applicants are required to attend.
3. The TIF Board of Review is appointed by the City Council to review applications for assistance and submit its recommendations for approval or denial to the City Council for consideration. The applicant will be notified of the Board's recommendation by email. If an email is not available, the recommendation will be sent via regular mail to the applicant's address listed on the application.
4. If approved, payments will be paid directly to the vendor(s) on the Applicant's behalf. All invoices should be forwarded to the Office of Economic Development either by fax at (847) 746-4017, or by email to sonolitob@zion.il.us or by mail or in person at 2828 Sheridan Road, Monday through Friday between 8:00am – 5:00pm.

EXHIBIT A

Business Plan

EXHIBIT B

Names and Biographical Information of all principles involved.
(Use a separate sheet for each person.)

EXHIBIT C

Summary of your experience and knowledge related to this
business.

EXHIBIT D
TIF Assistance Request Form

Tax Increment Financing Assistance Application

Applicant Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Email: _____

Business Name: _____
Is this a new business? _____
If no, please provide your previous address: _____
City, State, Zip: _____
Why are you relocating? _____

Total number of employees: _____

Address of location to be considered for assistance: _____
Do you own or rent this location? Own _____ Rent _____

If you are not the building owner, please provide his/her information below.

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Email: _____

Is there a lease? _____ Length of Lease: _____ Lease amount: \$ _____
Effective Date: _____

Amount of TIF Assistance you are requesting? \$ _____

Please provide a detailed breakdown of what these funds will be used for. Use a separate sheet if necessary.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Three (3) proposals for the work described above must accompany this application under Exhibit F. All contractors must be registered with the City of Zion's Building Department.

Total number of new jobs created: _____ Average hourly wage: _____

Identify all other funding sources that will be contributed to this project. Verification of these funds may be required.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

***To be completed by Building/Property Owner**

How long have you owned this property? _____

Has this property received TIF Funding before? _____

If yes, when: _____ Amount: \$ _____

Briefly describe what the funds were used for:

The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned's knowledge. The undersigned authorizes the City of Zion TIF Board of Review to check references and verify financial information submitted in this application. The undersigned also agrees to provide any additional information as may be requested by the City of Zion TIF Board of Review after the filing of this application.

Applicant

Date

EXHIBIT E

At least (3) proposals and drawings

EXHIBIT F
Professional References

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,