CITY REVITALIZATION AND IMPROVEMENT ZONE PROGRAM
ELECTRONIC TAX REPORT INSTRUCTIONS

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Report Changes for 2018
- Enhanced Reporting Functionality: Users are permitted to Save, Modify, Edit or Change reports during the open report submission period between April 1st and June 15th.

- Part III - State Tax Remittance Statement: This updated statement was modified to remove specific tax types that have been moved to another section within the report.

- Part V - Malt or Brewed Beverage Statement: This updated statement requires new documentation for the tax type.

- Part VI - Liquor/Wine Tax Statement: This updated statement requires new documentation for the tax type.

- Part VII: Business Income Statement: This statement is new for 2018 and requires specific information on PA personal income tax paid by owners but not withheld by the CRIZ business.
Part VIII- Construction Statement: This statement is new for 2018 and requires specific documentation for the tax type.

Part IX Property Statement - This statement is new for 2018 and requires specific documentation for the tax type.

**Report Filing Criteria**
The City Revitalization and Improvement Zone (CRIZ) program was established by Act 52 of 2013 and amended by Act 84 of 2016. A CRIZ is an area of up to 130 acres, comprised of parcels designated by a contracting authority, which will provide economic development and job creation within a political subdivision. State and local taxes collected within the CRIZ will be used to repay debt service to stimulate economic development projects within the CRIZ.

Pennsylvania law requires all businesses within a CRIZ to complete this report annually by June 15, identifying the type and amount of certain taxes remitted to the commonwealth during the previous calendar year, so the Department of Revenue may certify state taxes to be transferred to the CRIZ Fund established for the redevelopment projects in each CRIZ.

**Failure to timely file a complete report postmarked by June 15 may result in the imposition of a penalty of the lesser of $1,000 or 10 percent of all eligible state taxes payable by the business for activities in the CRIZ during the year for which a complete report was not timely submitted.**

**Qualified Business**
- Any entity that conducts business, provides services and is located or partially located within the borders of the CRIZ.
- Any construction contractors engaged in construction, including infrastructure or site preparation, reconstruction or renovation of a facility located in or partially in the CRIZ.

**Tax Payments**
- Payments are defined as state taxes paid by qualified businesses to the Department of Revenue via ACH debit, ACH credit, credit card, debit card, certified check, cashier’s check and paper check in the calendar year for which the report is filed.
- Payments do not include carry-over credits, restricted tax credits or tax liabilities due as a result of filing a tax return without payment.

**Help and Assistance**
All questions concerning this report should be directed to 717-772-3896 or ra-btftrevkoz@pa.gov
Accessing the CRIZ Report Application

The CRIZ Reporting application is accessible from April 1 to the June 15 annually at www.revenue.pa.gov/CRIZ by selecting CRIZ Electronic State Tax Report link.

The report is also accessible from the e-Tides website: www.etides.state.pa.us/ and selecting the NIZ/CRIZ report link under e-Services.

If you are currently using a browser other than Internet Explorer, the report may not function as designed. The CRIZ electronic filing system is compatible with Internet Explorer only. Google Chrome and other Browsers do not perform consistently with the CRIZ system therefore it is not recommended.

Login

Selecting the report link from the preceding website connects you to the CRIZ Login page.
Enter your login information in the appropriate fields and select the Login button.

- To submit an electronic tax report, users are required to create a Department of Revenue electronic signature, then log on using the e-signature. A single user may file CRIZ reports on behalf of one or more businesses, without limitation.

**CRIZ – Home Page**
Upon entering the user credentials, the user must select “Enter Report” under the user menu for Report Functions.

All businesses submitting an electronic report must select "CRIZ" from the drop down menu, for the submission of a City Revitalization and Improvement Zone tax report.

The report requires a user to identify the city, location number, EIN/SSN, and legal name of each business for which a report is submitted.

- This information is used to code and identify the report within the Department of Revenue and provide additional access to the user to Save, Modify, Edit or Change a report.

**Note:** Failure to record the information, as submitted will deny access to the report for future modifications.
Page Fields:

1. **CRIZ City**: In the drop down menu, select the name of city in which the business is located.

2. **Location Number**: Any business with more than one location within the CRIZ must submit separate reports for each location within the CRIZ. The electronic application requires the user to select a different location number for each unique report filed. If a business only has one location within the CRIZ, the location number is "1". For each additional report, the user must select a new location number "2", "3", "4".

3. **EIN/SSN**: Enter the EIN assigned to the business by the Internal Revenue Service. If the business does not have an EIN, enter the owner’s Social Security number.

4. **Legal Name**: follow the instructions in the chart below:

<table>
<thead>
<tr>
<th>If the business structure is:</th>
<th>Use the:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole Proprietorship</td>
<td>Individual owner’s name</td>
</tr>
<tr>
<td>Corporation</td>
<td>Name as shown in the articles of incorporation</td>
</tr>
<tr>
<td>Partnership</td>
<td>Name as shown in the partnership agreement</td>
</tr>
<tr>
<td>Association</td>
<td>Name as shown in the association agreement</td>
</tr>
<tr>
<td>Business Trust</td>
<td>Name as shown in the trust agreement</td>
</tr>
<tr>
<td>Estate</td>
<td>Legal name of the estate</td>
</tr>
<tr>
<td>Limited Liability Company</td>
<td>Name as shown in the articles of organization</td>
</tr>
</tbody>
</table>
Enhanced Reporting Functionality
Users are permitted to Save, Modify, Edit or Change reports during the open report submission period between April 1st and June 15th.

- For users completing the report for the first time, select the Report button.
- For users returning to the report, that do not have a confirmation number, select the Report button. Upon reentry to the report, previously inputted information will be saved, as long as the user, selected the continue button to the next section within the report prior to exiting during a prior session.
- Users returning to the report to amend the report must acknowledge, that the original report will be deleted and that selecting the Amend button, will require the user to resubmit the report and obtain a new confirmation number.

Part I: Identification of Qualified Business
This page of the application requires users to identify specific business information, which will be used in the certification of the report.
Page Fields:

1. **Date of First Operations in CRIZ**: Enter the first date the entity conducted an active trade or business in the CRIZ.

2. **Date of First Operations in Pennsylvania**: Enter the first date the entity conducted any activity in PA within or outside the CRIZ and/or employed PA residents.

3. **Telephone Number**: Enter the telephone number for the entity in the CRIZ.

4. **Number of Locations in Pennsylvania**: If the entity has more than one location in which business is conducted within the commonwealth, enter the number of locations here.

5. **Trade Name**: Enter the name by which the entity is commonly known (doing business as, trading as, also known as), if it is a name other than the legal name.

6. **Contact Information**: Enter the name, telephone number and email address of the person the Department of Revenue may contact regarding questions about the report.

7. **Mailing Address**: Enter the address where the entity prefers to receive mail, if at an address other than the entity street address. A post office box is acceptable.

8. **Street Address**: Enter the physical location of the entity located within the CRIZ. A post office box is not acceptable.

9. **Job Address**: Enter the physical location of the construction contract within the CRIZ for entities filing the reports as construction contractors.

10. **PA Sales and Use Tax License Number**: Eight-digit license number assigned by the Department of Revenue permitting businesses to collect sales tax on taxable sales made within PA and facilitating the reporting of use tax on property and services used within PA where no sales tax was paid to a vendor.

11. **PA Employer Withholding Account Number**: Eight-digit number assigned by the Department of Revenue enabling businesses to withhold PA personal income tax.

12. **PA Corporate Tax Account Number**: Seven-digit number assigned by the Department of Revenue enabling businesses to remit corporation taxes.

13. **REVENUE ID**: Ten-digit number assigned by the Department of Revenue, separate from any federally issued identification numbers or Pennsylvania license numbers.

14. **Malt Beverage Account ID**: Four-digit number assigned by the Department of Revenue enabling Pennsylvania manufacturers and bonded importers to report taxable malt beverages.
Part II: Apportionment Worksheet for Corporations

Businesses that remit corporate net income tax, capital stock/foreign franchise tax or bank shares tax must calculate and apportion the amount attributable to the location within the zone using this worksheet. Businesses that do not remit taxes listed within the worksheet may proceed to Part III of the report.

Page Fields:

Section A: Property Factor

1. **Within the CRIZ** – The average value of the taxpayer’s real and tangible personal property owned and used in the CRIZ plus eight times the rental rate for real and tangible personal property rented and used in the CRIZ.

2. **Within PA** – The average value of the taxpayer’s real and tangible personal property owned and used in PA plus eight times the rental rate for real and tangible personal property rented and used in PA. If the taxpayer uses three-factor apportionment in calculating its capital stock/foreign franchise tax or corporate net income tax, this amount will be the property reported inside PA on Table 1 of the Tables Supporting Determination of Apportionment Percentage, form RCT-106.

Section B: Payroll Factor

3. **Within the CRIZ** – Total compensation paid in the CRIZ. Compensation is considered paid in the CRIZ under all of the following scenarios:

   - The person's service is performed entirely within the CRIZ ;
• The person’s service is performed within and outside the CRIZ, but the service performed outside the CRIZ is incidental to the service performed within the CRIZ; and
• Some of the service is performed in the CRIZ, and the base of operations is in the CRIZ.
• If there is no base of operations, compensation is paid in the CRIZ if the place from which the service is directed or controlled is in the CRIZ.
• If the place from which the service is directed or controlled is not in a location in which the employee’s work is performed, compensation is paid in the CRIZ if the employee’s residence is within the CRIZ.

4. **Within PA** – All compensation paid in PA. If the taxpayer uses three-factor apportionment in calculating its capital stock/foreign franchise tax or corporate net income tax, this amount will be the payroll reported inside PA on Table 2 of the Tables Supporting Determination of Apportionment Percentage, form RCT-106.

**Section C: Sales Factor**

5. **Within the CRIZ** – Total sales in the CRIZ during the tax period. Sales of tangible personal property are considered in the CRIZ if the property is delivered or shipped to a purchaser that takes possession within the CRIZ, regardless of the FOB point or other conditions of the sale. Sales, other than sales of tangible personal property, are in the CRIZ if:

   • The income-producing activity is performed in the CRIZ; or
   • The income-producing activity is performed within and outside the CRIZ, and a greater proportion of the income-producing activity is performed in the CRIZ than in any other location, based on costs of performance.

6. **Within PA** – All sales sourced to locations inside PA. This includes all sales destined to locations inside PA plus sales of goods picked-up by customers in the CRIZ, either in their own vehicles or by common carriers arranged for by the customers and transported to locations outside the commonwealth. Since the sourcing of sales picked-up in the CRIZ and transported outside the commonwealth is different for the calculation of the credit than the rules for sourcing these sales in the calculation of the three-factor apportionment, this may not equal the sales reported inside PA on Table 3 of the Tables Supporting Determination of Apportionment Percentage, form RCT-106.

**Section D: Total Apportionment:** Add the three factors from Sections A, B and C.

**Section E: Calculation of Tax Percentage:** Divide the Total Apportionment by 3.

**Section F: CRIZ Tax Liability:** Enter the Total Tax Payments remitted to the department during the calendar year. This section will auto-calculate the CRIZ Tax Liability.
### Part III: State Tax Remittance Statement

Businesses that remit Sales, Use and Hotel Occupancy tax, Employer Withholding, Liquor or Malt Beverage Tax charged by a brewer or distillery on the sale of liquor, wine, or malt or brewed beverages in the zone must complete this statement.

<table>
<thead>
<tr>
<th>Report Functions</th>
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</thead>
<tbody>
<tr>
<td>Enter Report</td>
</tr>
<tr>
<td>Search Report</td>
</tr>
<tr>
<td>Options</td>
</tr>
<tr>
<td>CRIZ Instructions</td>
</tr>
<tr>
<td>NIZ Instructions</td>
</tr>
<tr>
<td>CRIZ Report Guide</td>
</tr>
<tr>
<td>NIZ Report Guide</td>
</tr>
<tr>
<td>Log Off</td>
</tr>
</tbody>
</table>

#### Page Fields:

1. **Column A:** State taxes paid by the business for all Pennsylvania locations in the calendar year for which the CRIZ report is filed.
   - Corporate Net Income Tax/Capital Stock/Foreign Franchise Tax – auto populated from Part II Corporation Worksheet.
   - Bank Shares Tax - auto populated from Part II Corporation Worksheet.
   - Sales, Use and Hotel Occupancy Tax
   - Employer Withholding Tax
   - Liquor or Malt Beverage Tax charged by a brewer or distillery on the sale of liquor, wine, or malt or brewed beverages in the zone

2. **Column B:** State taxes paid and attributable to the location(s) within the CRIZ in the calendar year for which the CRIZ report is filed.
   - Corporate Net Income Tax/Capital Stock/Foreign Franchise Tax – auto populated from Part II Corporation Worksheet.
   - Bank Shares Tax - auto populated from Part II Corporation Worksheet.
   - Sales, Use and Hotel Occupancy Tax
   - Employer Withholding Tax
   - Liquor or Malt Beverage Tax charged by a brewer or distillery on the sale of liquor, wine, or malt or brewed beverages in the zone
**Note:** A business whose only location is within the CRIZ must fill in Columns A and B even if identical amounts are reported.

Businesses that do not remit specific taxes listed within this section must record "0" within all required fields to continue to Part IV of the report.

**Part IV: State Tax Refund Statement**

All businesses that are issued a tax refund by the Department of Revenue as the result of an overpayment, the submission of an amended tax return or successful petition for refund from the Board of Appeals must report the refund in this statement.

**Page Fields:**

1. **Column A:** Refunds granted to the business for all Pennsylvania locations in the calendar year for which the CRIZ report is filed.

2. **Column B:** Refunds granted to the business and attributable to the location(s) within the CRIZ in the calendar year for which the CRIZ report is filed.

**Note:** A business whose only location is within the CRIZ must fill in Columns A and B even if identical amounts are reported.
Part V: Malt or Brewed Beverage Tax Statement
This statement requires restaurants or bars to document the volume of malt or brewed beverages resold in the zone, purchased from a Pennsylvania beer distributor located outside of the zone and the sales tax paid from the purchases, as recorded on invoices and receipts during the sales transaction at the beer distributor.

Page Fields:

1. Volume Chart: Each field in the volume chart permits a business to report the volume of malt or brewed beverages purchased for resale in the zone for auto-calculation of taxes paid on the volume amounts per field.

2. Invoice Documentation: Restaurants and Bars are required to document the invoices and receipts used to determine the sales tax paid on the volumes of malt or brewed beverages.
purchased for resale in the zone. Total cost and sales tax is auto-calculated on the statement.

- Invoice or Receipt Number: Found at the top or bottom of the actual invoice or receipt received during the sales transaction with the beer distributor.

- Date of Invoice or Receipt: Found at the top or bottom of the actual invoice or receipt received during the sales transaction with the beer distributor.

- Purchase Price: Found by calculating the purchase price of each malt or brewed beverage item on the receipt or invoice.
  - Do not include non-malt or brewed beverage items such as Taps, Ice, Snacks, Cups, Keg Deposits and Freight etc.

- Total Sales and Use Tax Paid: Found by calculating the purchase price of each malt or brewed beverage item by the malt or brewed beverage tax formula found on the report.
  - Do not include sales tax paid from non-malt or brewed beverage items such as Taps, Ice, Snacks, Cups, Keg Deposits and Freight etc.

After completing each set of fields per invoice, click on the Save and Add Button. This will create a sub-chart on the page with the invoices.

**Warning:** If this page will be completed in parts based on timing constraints, you will be required to click on the continue button, prior to exiting the report. If you fail to click on the continue button, the information will not be saved upon returning to the report.

The Department reserves the right to Audit the information found within this statement. If selected for an Audit, the invoices must match the chart at the time of the audit for certification.
Part VI: Liquor/Wine Tax Statement

This statement requires restaurants or bars to document liquor or wine resold in the zone, purchased from a Pennsylvania wine and spirits store located outside of the zone and the sales tax paid from the purchases, as recorded on invoices and receipts during the sales transaction at the Pennsylvania wine and spirits store.

Page Fields:

1. Invoice Documentation: Restaurants and Bars are required to document the invoices and receipts used to determine the sales tax paid on the volumes of liquor or wine purchased for resale in the zone. Total cost and sales tax is auto-calculated on the statement.
   - Invoice or Receipt Number: Found at the top or bottom of the actual invoice or receipt received during the sales transaction with the Pennsylvania wine and spirits store.
   - Date of Invoice or Receipt: Found at the top or bottom of the actual invoice or receipt received during the sales transaction with the Pennsylvania wine and spirits store.
   - Purchase Price: Found by calculating the purchase price of each liquor or wine item on the receipt or invoice.
Do not include non-liquor or wine items such as glassware, racking, freight etc.

- Total Sales and Use Tax Paid: Found by calculating the purchase price of each liquor or wine item by the Liquor/Wine Sales tax Formula found on the report.
- Do not include non-liquor or wine items such as glassware, racking, freight etc.

After completing each set of fields per invoice, click on the Save and Add Button. This will create a sub-chart on the page with the invoices.

2. Liquor/Wine Excise Tax Formula: Found by calculating the total cost of liquor or wine items by the Excise Tax Formula found on the report.

**Warning:** If this page will be completed in parts based on timing constraints, you will be required to click on the continue button, prior to exiting the report. If you fail to click on the continue button, the information will not be saved upon returning to the report.

The Department reserves the right to Audit the information found within this statement. If selected for an Audit, the invoices must match the chart at the time of the audit for certification.
**Part VII: Business Income Statement:**

This statement requires shareholders, members or partners of Subchapter S corporations, Limited Liability Companies, Partnerships and Sole proprietorships to report Pennsylvania Personal Income Tax paid on business income for the activity within the CRIZ, but not withheld by the business.

No information will be accepted in this chart, if the Social Security Numbers are not provided and/or the ownership information is not accurate.

<table>
<thead>
<tr>
<th>Report Functions</th>
<th>Options</th>
</tr>
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<tbody>
<tr>
<td>Enter Report</td>
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<td>Log Off</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SSN</th>
<th>Ownership % of Business</th>
<th>Business income for activity for all locations within Pennsylvania allocated to owner</th>
<th>Pennsylvania personal income tax paid on business income for activity within all locations in Pennsylvania but not withheld by the business for the owner</th>
<th>Business income for activity within the CRIZ allocated to the owner</th>
<th>Pennsylvania personal income tax paid on business income for activity within the CRIZ but not withheld by the business for the owner</th>
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</tr>
</tbody>
</table>

**Note:** Failure to provide Social Security Numbers will result in the rejection of the amount claimed in column B.

**Page Fields**

1. Social Security Number
2. Ownership Percent of Business: Percent must be in decimal format 0.00
3. Business Income for all locations within PA allocated to the owner.
4. Pennsylvania Personal Income tax paid on business income for activity within all locations in PA, but not withheld by the business for the owner.
5. Business Income for activity within the CRIZ allocated to the owner.
6. Pennsylvania Personal Income tax paid on business income for activity within the CRIZ, but not withheld by the business for the owner.

**Part VIII: Construction Statement**

This statement requires Construction Contractors to document invoices from the payment of Sales and Use tax on the purchase of materials used in construction in the CRIZ.

**Page Fields**

1. Invoice Documentation: Construction Contractors are required to document the invoices and receipts used to determine the sales and use tax paid on the purchase of materials used in construction in the CRIZ.
   - Invoice or Receipt Number: Found at the top or bottom of the actual invoice or receipt received during the sales transaction with the vendor.
   - Date of Invoice or Receipt: Found at the top or bottom of the actual invoice or receipt received during the sales transaction with the vendor.
   - Purchase Price: Found by calculating the purchase price of the items on the receipt or invoice. Do not include mobile items or items purchased for outside the zone. All materials must be exclusively used and consumed at the CRIZ location for which the construction contract is based.
   - Total Sales and Use Tax Paid: Found by calculating the purchase price of the items by the sales tax rate. Do not include mobile items or items purchased for outside the zone. All materials must be exclusively used and consumed at the CRIZ location for which the construction contract is based.
After completing each set of fields per invoice, click on the Save and Add Button. This will create a sub-chart on the page with the invoices.

**Warning:** If this page will be completed in parts based on timing constraints, you will be required to click on the continue button, prior to exiting the report. If you fail to click on the continue button, the information will not be saved upon returning to the report.

The Department reserves the right to Audit the information found within this statement. If selected for an Audit, the invoices must match the chart at the time of the audit for certification.

**Part IX: Property Statement**
This statement requires Businesses to document invoices from the payment of Sales and Use tax on the purchase of tangible personal property or services used exclusively by the business for activity in the zone.

**Page Fields**

1. Invoice Documentation: Businesses are required to document the invoices and receipts used to determine the sales and use tax paid on the purchase of tangible personal property or services used exclusively by the business for activity in the zone.

   - Invoice or Receipt Number: Found at the top or bottom of the actual invoice or receipt received during the sales transaction with the vendor.
   
   - Date of Invoice or Receipt: Found at the top or bottom of the actual invoice or receipt received during the sales transaction with the vendor.
- Purchase Price: Found by calculating the purchase price of the items on the receipt or invoice. Do not include mobile items or items purchased for outside the zone. All items must be exclusively used and consumed at the business CRIZ location.

- Total Sales and Use Tax Paid: Found by calculating the purchase price of the items by the sales tax rate. Do not include mobile items or items purchased for outside the zone. All items must be exclusively used and consumed at the business CRIZ location.

Examples of Prohibited Items: car leases, car parts, vehicles, travel receipts, laptops, mobile phones, handheld devices, tablets, remote desktop software (including virtual network computing, cloud services or virtual private networking).

After completing each set of fields per invoice, click on the Save and Add Button. This will create a sub-chart on the page with the invoices.

**Warning:** If this page will be completed in parts based on timing constraints, you will be required to click on the continue button, prior to exiting the report. If you fail to click on the continue button, the information will not be saved upon returning to the report.

The Department reserves the right to Audit the information found within this statement. If selected for an Audit, the invoices must match the chart at the time of the audit for certification.

**Acknowledgement and Submission**
To submit the report to the Department of Revenue, the business user must acknowledge the report verification statement, which serves as the electronic certification that the information contained within the report is true, correct, and complete.

The user is permitted to review the report and edit any sections within the report prior to report submission. To file the report with the Department of Revenue, the user must select “Submit Report.”
Once the report is acknowledged as submitted to the Department of Revenue, the user will be provided with a confirmation number and the option to print the report for user records.

The user should retain the confirmation number as proof of filing the report and for inquiring about the report with the Department of Revenue.

The printed report should not be mailed to the Department of Revenue.

If additional information is relevant with the submission of the electronic report, please mail the information by June 15 to Department of Revenue, Office of Economic Development, 1133 Strawberry Square, Harrisburg, PA 17128-1100.