Electronic Revenue Clearance Form Instructions for Tax Credit and Economic Development Programs

Overview

All tax credit and incentive programs require applicants to be in state tax compliance with the laws and regulations of the commonwealth as determined by the Department of Revenue.

The two issues for determination are entity tax compliance and ownership tax compliance for entity owners with a 20% or greater share of ownership. Failure to comply to the satisfaction of the department will result in disqualification from the program.

Businesses that may be eligible for multiple programs in a calendar year are required to file a new compliance form for each program.

To submit an electronic compliance clearance form, users are required to proceed to https://expressforms.pa.gov/apps/pa/revenue/Tax-Credit-Economic-Development-Clearance.

Electronic Filing Requirement

In our continuing effort to promote "Government that Works," the paper Clearance worksheet has been replaced with the Electronic Revenue Clearance Form. The deployment of this web-based form ensures that tax identification numbers are securely collected by the Department of Revenue for the compliance review. The Department will not accept the clearance worksheet or clearance form in any other format.

Help and Assistance

Contact RA-btftrevkoz@pa.gov or call 717-772-3896 with any questions concerning this application.

Accessing the Clearance Form

The clearance form is accessible 365 days per year by visiting www.revenue.pa.gov/taxcredits and selecting the Clearance Form for Tax Credits button on the webpage.

Required Sections and Submission

The electronic clearance form contains three primary sections and requires e-signature confirmation for submission.

1. Section I: General Information
2. Section II: Shareholder/ Partner / Member Information
3. Section III: Authorization

SECTION I: GENERAL INFORMATION

1. The representative completing the clearance form must "Select an option" for the program name through which the clearance is being requested from a drop-down menu. If the name of the program is not listed, please select "Other".

SELECT PROGRAM NAME *

Please select an option
Beginning Farmer Tax Credit Program
Coal Refuse Energy and Reclamation Tax Credit Program
Community-Based Services Tax Credit Program
Computer Data Center Equipment Incentive Program
Educational Tax Credits Program (EITC and OSTC)
Entertainment Economic Enhancement Program
Film Production Tax Credit Program
Historic Preservation Tax Credit Program
Keystone Innovation Zone Program
Keystone Special Development Zone Program
Malt Beverage Tax Credit Program
Manufacturing and Investment Tax Credit Program
Mixed Use Development Tax Credit Program
Mobile Telecommunications Broadband Investment Tax Credit Program
Neighborhood Assistance Program
Pennsylvania Research Manufacturing Tax Credit Program
Qualified Manufacturing Innovation and Reinvestment Deduction
Resource Enhancement and Protection Program
Rural Jobs and Investment Tax Credit Program
Tax Credit for New Jobs (known as Job Creation Tax Credit Program)
Video Game Production Tax Credit Program
Waterfront Development Tax Credit Program
Other

2. Applicant Identification: The next set of fields require the representative to enter the applicant's name, entity type and primary tax identification number as registered with the Department of Revenue.

BUSINESS NAME *

- If Applicant is a Business: Enter business name. Then select your business/entity type from the drop-down list.

- If Applicant is an Individual: Enter N/A for "BUSINESS NAME" . "Then, select "Individual" from the drop-down list for "BUSINESS/ENTITY TYPE" and complete the "FIRST NAME" and "LAST NAME" fields below.

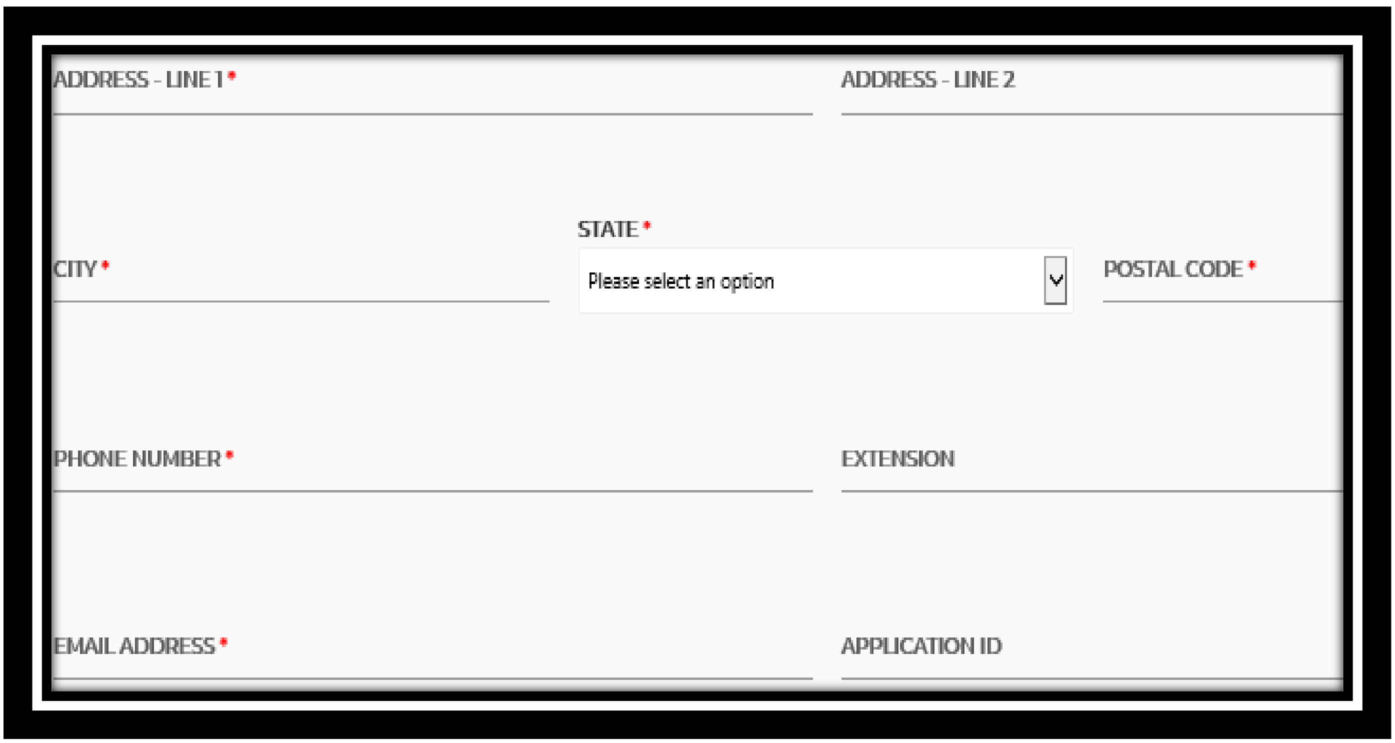
3. Select EIN or SSN under “TAX NUMBER TYPE” drop down menu.

4. Enter EIN or SSN in “TAX NUMBER” field and the PA Revenue Number if applicable.

NOTE: *Only enter numbers in the “TAX NUMBER” field. Any special characters or letters will result in an error.*

NOTE: *If applicable, enter Revenue ID Number in "PA REVENUE NUMBER" field. If you do not know it or do not have one, please leave this field blank.*

5. Business or Applicant Demographics: All fields with an Asterix are required for the Address, Phone Number and Email Address of the applicant requiring tax clearance.



NOTE: *Invalid or incorrect phone or email address information could result in delay of processing or automatic rejection of the clearance request.*

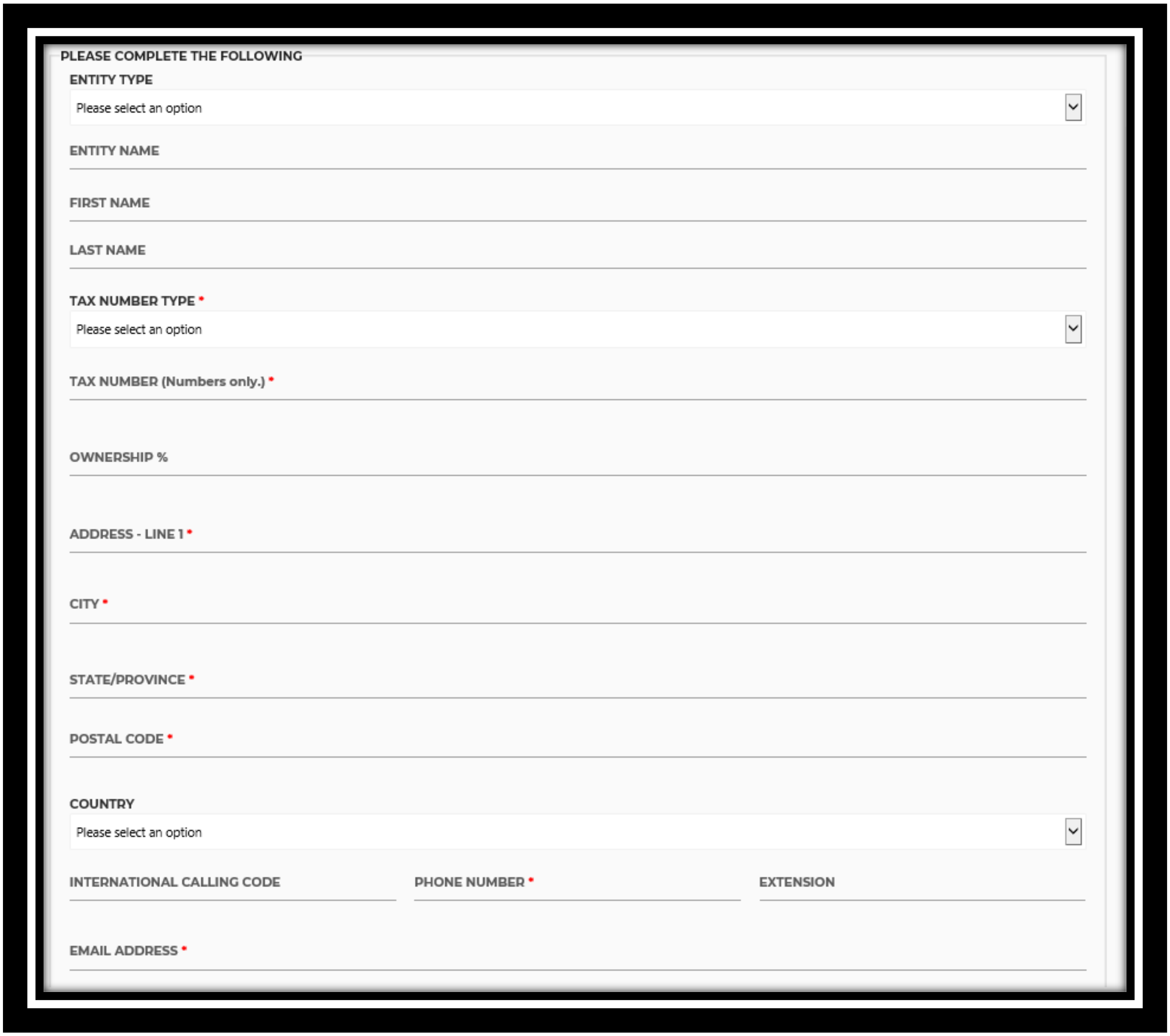
Press the "CONTINUE" button to proceed to SECTION II.

NOTE: *Missing or incorrectly entered information will result in an error and will not allow you to proceed until corrections have been made.*

SECTION II: SHAREHOLDER / PARTNER / MEMBER INFORMATION

1. Enter information for any owner that is a 20% or greater stakeholder, member, or partner in the business seeking tax compliance status.

NOTE: *If no other ownership by an individual or a corporation, enter applicant information as owner.*



PLEASE COMPLETE THE FOLLOWING

ENTITY TYPE

Please select an option

ENTITY NAME

FIRST NAME

LAST NAME

TAX NUMBER TYPE *

Please select an option

TAX NUMBER (Numbers only.) *

OWNERSHIP %

ADDRESS - LINE 1 *

CITY *

STATE/PROVINCE *

POSTAL CODE *

COUNTRY

Please select an option

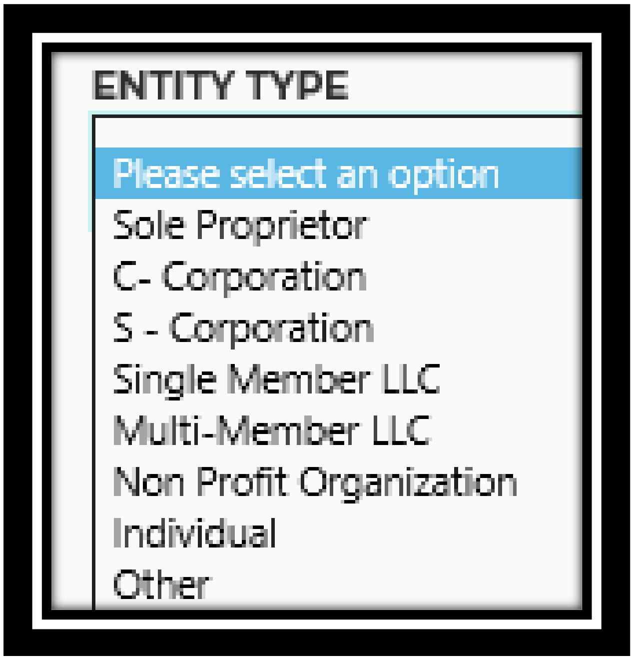
INTERNATIONAL CALLING CODE

PHONE NUMBER *

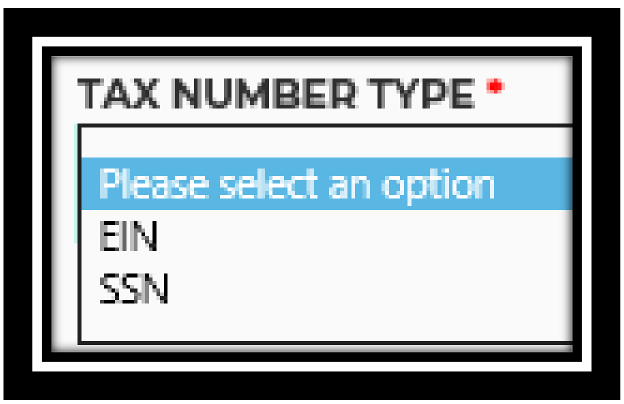
EXTENSION

EMAIL ADDRESS *

2. Select ENTITY TYPE from drop down menu.



3. Select TAX NUMBER TYPE from drop down menu



NOTE: *Invalid or incorrect phone or email address information could result in delay of processing or automatic rejection of the clearance request.*

If additional Shareholders, members, or partners need to be added, select the "ADD ITEM" box

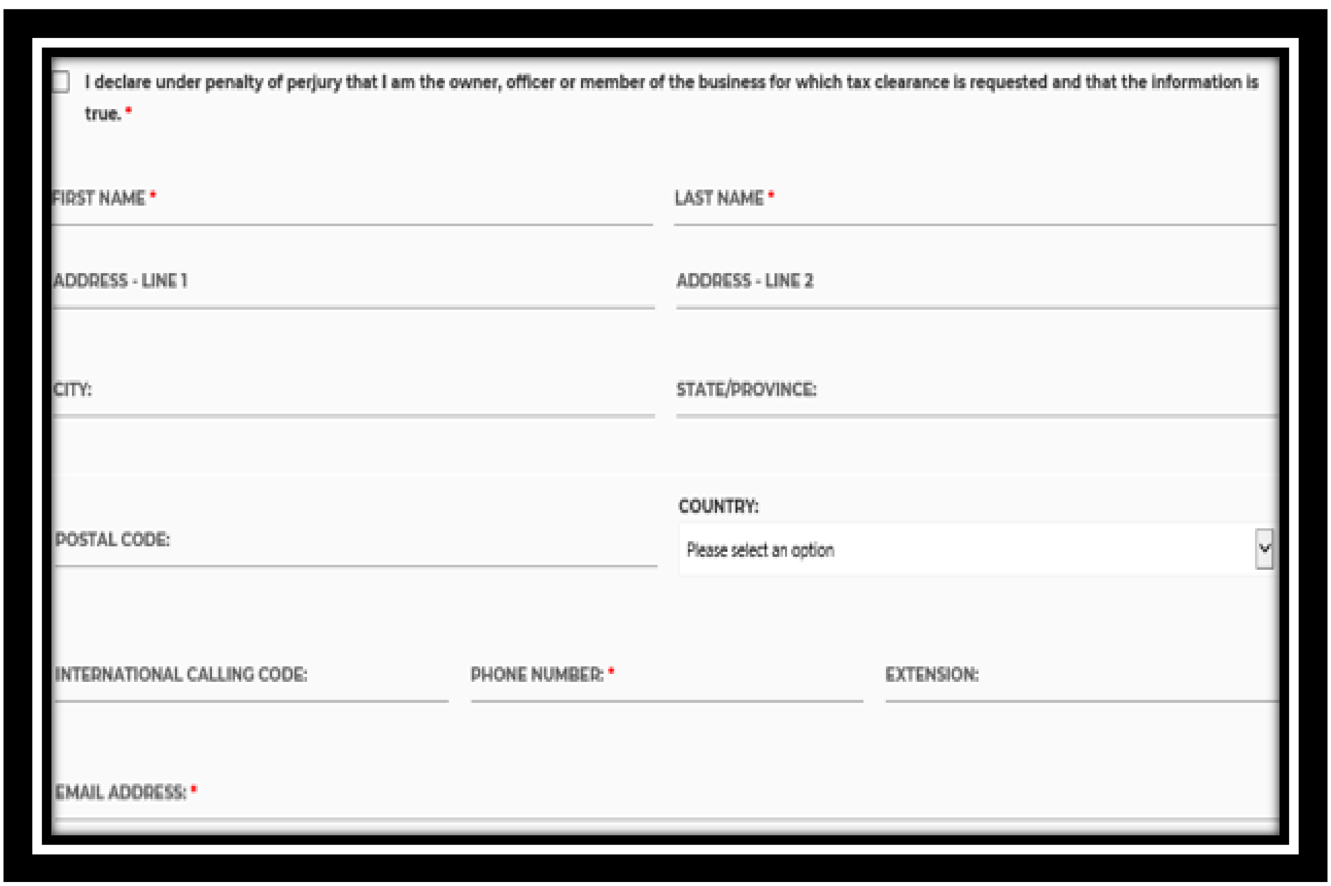
Ownership Non-Compliance Notification

Due to taxpayer confidentiality, notification of non-compliance for a shareholder, member or partner will only be communicated directly to the non-compliant entity or individual. The applicant will not receive notification from the Department of Revenue for ownership non-compliance issues.

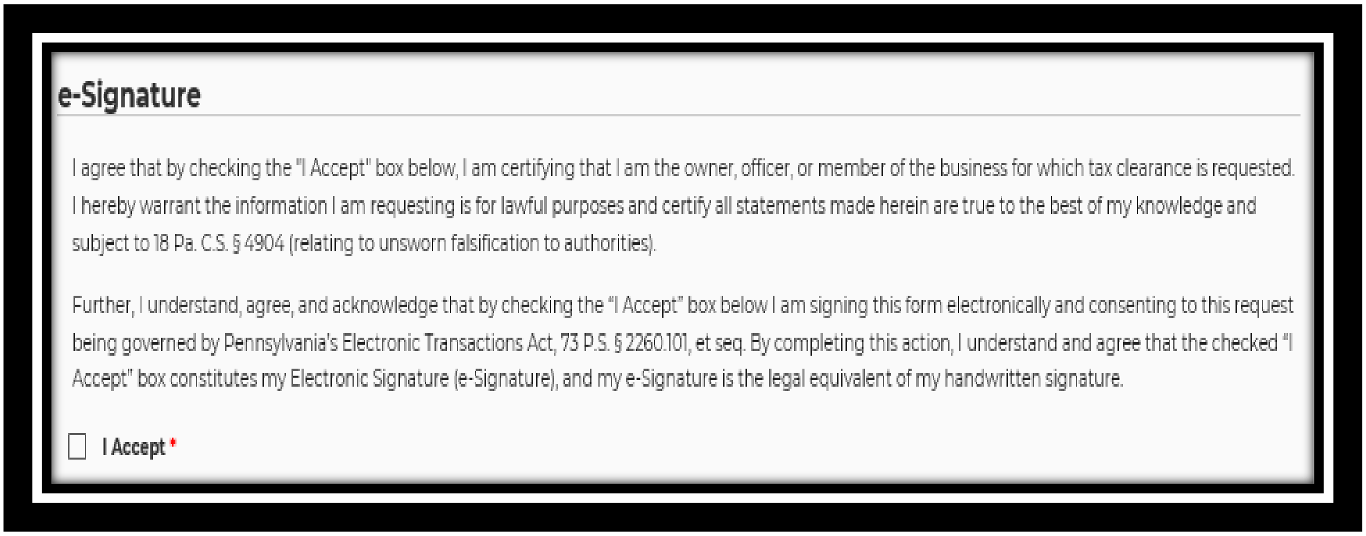
Press the "CONTINUE" button to proceed to SECTION III

SECTION III: AUTHORIZATION

1. The representative that has completed the compliance form is required to enter all information within this section required by the red Asterix. *



2. The representative must also accept the terms to the E-Signature statement and select the "I ACCEPT" box. Failure to check the box will result in application not being processed.



3. The representative must Complete Captcha to verify the application for submission.

4. The representative must select the SUBMIT button to complete the submission to the Department.

Once "SUBMIT" button is pressed, you are routed to the Pennsylvania Department of Revenue website and a confirmation email will be sent to the email address listed in the Authorization section for the representative.