

Date: _____

Dear Tax Abatement Applicant:

First, let us take this opportunity to thank you for inquiring about the City of South Bend's personal property tax abatement program. Next, we want to make you aware of two important items that will help you in your planning process and setting your development/acquisition schedule:

1. State law requires that you **do not install the equipment** you are requesting the abatement for **or pull any building permits** related to its installation before receiving approval of your tax abatement petition from the Common Council. If you install the equipment or pull a building permit before receiving Council approval, your petition will not be considered.
2. The Common Council requires a minimum of 15 calendar days to examine your petition and our office requires at least an additional 15 calendar days to review it and prepare a report to the Council. This period of time could be increased if the location where you plan to install the equipment is in a Redevelopment Area as approved by the South Bend Redevelopment Commission.
3. The intended owner or owners of the personal property for which the tax abatement is being requested must sign the petition.

In response to your request, please find the following two forms enclosed that are titled: Statement of Benefits Personal Property (Form SB-1/PP) and City of South Bend Petition for Tangible Personal Property Tax Abatement (application). The two forms are mostly self explanatory, however, please feel free to call us at 574-235-9371 should you have any questions. Upon completion of the forms, please return them to the City Clerk's Office in Room 455, County-City Building, 227 W. Jefferson Blvd., South Bend, IN 46601 along with an application fee of \$250.00 made payable to the City of South Bend. We will then be in contact with you regarding the schedule of meetings to complete the abatement process.

Once again, thank you for your interest in our program and we look forward to hearing from you.

Sincerely,

The Economic Division
Community and Economic Development Department
City of South Bend

CITY OF SOUTH BEND PETITION FOR TANGIBLE PERSONAL PROPERTY TAX ABATEMENT CONSIDERATION

The undersigned owner(s) of new manufacturing equipment, new research and development equipment, new logistical distribution equipment and/or new information technology equipment, all personal property, located within the City of South Bend, hereby petition the Common Council of the City of South Bend for personal property (new manufacturing equipment, new research and development equipment, new logistical distribution equipment and/or new information technology equipment) tax abatement consideration and pursuant to I.C., 6-1.1-12.1, et seq., and South Bend Municipal Code Section 2-84.2, et seq., for this petition state the following:

- Describe the proposed project, including information about the new personal property identified as manufacturing, research and development, logistical distribution and/or information technology equipment ("Equipment") to be installed, the amount of land to be used, if any, the proposed use of the Equipment, and a general statement as to the importance of the project to your business.

- The project will: (a) create _____ permanent, full-time and _____ permanent, part-time jobs within the first year, representing a new annual payroll of \$_____; and (b) maintain _____ existing, permanent, full-time and _____ existing, permanent, part-time jobs representing an annual payroll of \$_____ for existing employees.
- Provide current wage information for existing employees including: base rate, cost-of-living allowances, hazardous-duty pay, incentive pay including commissions and production bonuses, on-call pay and tips (please show average hourly rate or range). Do Not Include: back pay, jury duty pay, overtime pay, severance pay, shift differentials, non-production bonuses, and tuition reimbursements.

	Full-Time	Part-Time
Laborers	\$ _____	\$ _____
Technical	\$ _____	\$ _____
Managerial	\$ _____	\$ _____
Administrative	\$ _____	\$ _____

4. The projected annual salary for each new position indicated in item 2 above is estimated to be as follows (Please attach a separate sheet if more space is needed):

POSITION (Indicate Full time [FT] or Part time [PT])	EMPLOYMENT WAGE

5. Estimate the total cost of the new Equipment: \$ _____.

6. (a) The Equipment is owned or to be owned by the following individual(s) or corporation(s) (if the business organization is publicly held, indicate also the name of the corporate parent, if any, and the name under which the corporation has filed with the Securities and Exchange Commission):

NAME	ADDRESS	INTEREST (%)

- (b) The following other person(s) or corporation(s) lease, intend to lease, or have an option to buy the Equipment (include corporate information as required in (6)(a) above, if applicable):

NAME	ADDRESS	INTEREST (%)

7. Give a brief description of the overall nature of the business and of the operations occurring at the location for which tax abatement is requested:

8. The commonly known address of the REAL property where the Equipment is to be located is: _____.

9. The Key Number(s) of said property is: _____.

10. A legal description of the REAL property where the Equipment is to be located is attached hereto, marked "Exhibit A," and incorporated herein.

11. A map and/or plat describing the REAL property where the Equipment is to be located is attached hereto, marked "Exhibit B," and incorporated herein.

- 12. Photographs of the REAL property, taken within two (2) weeks of filing of this petition are attached hereto, marked "Exhibit C," and incorporated herein.
- 13. The current assessed valuation of the tangible personal property to be replaced by the new Equipment is \$_____.
(This information may be obtained at the St. Joseph County Assessor's office, 235-9523)
- 14. The current use of the REAL property where the Equipment is to be installed is _____ and the current zoning is _____.
(This information may be obtained from the Building Department, 235-9553)
- 15. List the real and personal property taxes paid at the location during the previous five years, whether paid by the current owner or a previous owner:

YEAR	REAL PROPERTY TAXES	PERSONAL PROPERTY TAXES

(This information may be obtained from the St. Joseph County Treasurer's office, 235-9531)

- 16. Describe the commitment made within the past five years by your firm to hiring minority individuals, including number of minorities employed during each of the past five years, specifying whether full-time or part-time and whether permanent or temporary employees. The Petitioner shall also list the current number of total employees (full and part-time) and the current number of minority individuals (full and part-time).

- 17. Describe on-site child care or day care facilities, services or benefits currently offered or proposed to be offered by the Petitioner for children of employees.

- 18. What is your best estimate of the market value of the new Equipment after installation? \$ _____.
- 19. What is your best estimate of the amount of taxes to be abated during each of the five years after installation? \$ _____.

20. What is the commitment your firm will make to minority employment during the five years of tax abatement?

21. The Equipment has not been installed as of the date of filing of this petition.
(The signature at the end of this Petition is verification of this statement)

22. Has your business been granted previous tax abatement(s)? If yes, please provide type (real and/or personal property), term and date of approval. (Please attach a separate sheet if more space is needed)

ABATEMENT TYPE	TERM	DATE OF APPROVAL
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23. The Standard Industrial Classification (SIC) or North American Industry Classification Systems (NAICS) major group within which the proposed project would be classified, by number and description is:

24. The Internal Revenue Service Code of Principal Business Activity by which the proposed project would be classified, by number and description is:

25. The REAL property where the Equipment will be installed is located in the following Allocation Area, if any, declared and confirmed by the South Bend Redevelopment Commission: _____

26. Other anticipated public financing for the project including, if any, industrial revenue-bonding to be sought or already authorized, assistance through the United States Department of Housing and Urban Development funds from the City of South Bend, Small Business Administration Sections 503 and 504 financing through the Business Development Corporation of South Bend, Mishawaka, and St. Joseph County, Indiana, Industrial Revolving Fund; or other public financial assistance, including but not limited to public works improvements.

27. Describe how and why the manufacturing equipment, research and development equipment, logistical distribution equipment and/or information technology equipment to be replaced or the facility in which the Equipment will be added is currently technologically, economically or energy obsolete and how and why that obsolescence may lead to a decline in employment and tax revenues:

28. The new manufacturing equipment, new research and development equipment, new logistical distribution equipment and/or new information technology equipment to be installed will be used for one (1) or more of the uses listed within the definitions of New Manufacturing Equipment, New Research and Development Equipment, New Logistical Distribution Equipment and New Information Technology Equipment set forth in I.C. 6-1.1-12.1 et seq. and the Equipment was never before used by its owner for any purpose in Indiana. (The signature at the end of this Petition is verification of this statement.)

29. The following person(s) should be contacted as Petitioner's agent regarding additional information and public hearing notifications:

Name: _____
Address: _____
City, State, Zip Code _____
Telephone: _____
E-mail Address: _____

WHEREFORE, Petitioner requests that the Common Council of the City of South Bend, Indiana, adopt a declaratory resolution designating the area described herein to be an economic revitalization area for purposes of tangible personal property tax abatement consideration, and after publication of notice and public hearing, determine qualifications for an economic revitalization area have been met, and confirm such resolution. Petitioner herein hereby verifies that the required \$250.00 filing fee to cover processing and administrative costs pursuant to Section 2-84.7 of the Municipal Code of the City of South Bend has been paid in full.

Name of Property Owner(s):

By: _____
(Signed Name)

(Typed or printed name and capacity of signor if signed by an agent or representative of the owner)



**STATEMENT OF BENEFITS
PERSONAL PROPERTY**

State Form 51764 (R / 1-06)
Prescribed by the Department of Local Government Finance

FORM SB-1 / PP

PRIVACY NOTICE
The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.1 (c) and (d).

INSTRUCTIONS:

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise this statement must be submitted to the designating body **BEFORE** a person installs the new manufacturing equipment and/or research and development equipment, and/or logistical distribution equipment and/or information technology equipment for which the person wishes to claim a deduction. "Projects" planned or committed to after July 1, 1987, and areas designated after July 1, 1987, require a STATEMENT OF BENEFITS. (IC 6-1.1-12.1)
2. Approval of the designating body (City Council, Town Board, County Council, etc.) must be obtained prior to installation of the new manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment, **BEFORE** a deduction may be approved
3. To obtain a deduction, a person must file a certified deduction schedule with the person's personal property return on a certified deduction schedule (Form 103-ERA) with the township assessor of the township where the property is situated. The 103-ERA must be filed between March 1 and May 15 of the assessment year in which new manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment is installed and fully functional, unless a filing extension has been obtained. A person who obtains a filing extension must file the form between March 1 and the extended due date of that year.
4. Property owners whose Statement of Benefits was approved after June 30, 1991, must submit Form CF-1 / PP annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
5. The schedules established under IC 6-1.1-12.1-4.5(d) and (e) apply to equipment installed after March 1, 2001. For equipment installed prior to March 2, 2001, the schedules and statutes in effect at the time shall continue to apply. (IC 6-1.1-12.1-4.5(f) and (g))

SECTION 1 TAXPAYER INFORMATION

Name of taxpayer	
Address of taxpayer (number and street, city, state, and ZIP code)	
Name of contact person	Telephone number ()

SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT

Name of designating body		Resolution number (s)		
Location of property	County	DLGF taxing district number		
Description of manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment. (use additional sheets if necessary)		ESTIMATED		
		START DATE	COMPLETION DATE	
		Manufacturing Equipment		
		R & D Equipment		
		Logist Dist Equipment		
		IT Equipment		

SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT

Current number	Salaries	Number retained	Salaries	Number additional	Salaries
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SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT

NOTE: Pursuant to IC 6-1.1-12.1-5.1 (d) (2) the COST of the property is confidential.	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Current values								
Plus estimated values of proposed project								
Less values of any property being replaced								
Net estimated values upon completion of project								

SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER

Estimated solid waste converted (pounds) _____	Estimated hazardous waste converted (pounds) _____
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Other benefits:

SECTION 6 TAXPAYER CERTIFICATION

I hereby certify that the representations in this statement are true.

Signature of authorized representative	Title	Date signed (month, day, year)
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FOR USE OF THE DESIGNATING BODY

We have reviewed our prior actions relating to the designation of this economic revitalization area and find that the applicant meets the general standards adopted in the resolution previously approved by this body. Said resolution, passed under IC 6-1.1-12.1-2.5, provides for the following limitations as authorized under IC 6-1.1-12.1-2.

A. The designated area has been limited to a period of time not to exceed _____ calendar years * (*see below*). The date this designation expires is _____.

- B. The type of deduction that is allowed in the designated area is limited to:
- | | | |
|--|------------------------------|-----------------------------|
| 1. Installation of new manufacturing equipment; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Installation of new research and development equipment; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Installation of new logistical distribution equipment. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Installation of new information technology equipment; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

C. The amount of deduction applicable to new manufacturing equipment is limited to \$ _____ cost with an assessed value of \$ _____.

D. The amount of deduction applicable to new research and development equipment is limited to \$ _____ cost with an assessed value of \$ _____.

E. The amount of deduction applicable to new logistical distribution equipment is limited to \$ _____ cost with an assessed value of \$ _____.

F. The amount of deduction applicable to new information technology equipment is limited to \$ _____ cost with an assessed value of \$ _____.

G. Other limitations or conditions (*specify*) _____

H. The deduction for new manufacturing equipment and/or new research and development equipment and/or new logistical distribution equipment and/or new information technology equipment installed and first claimed eligible for deduction on or after July 1, 2000, is allowed for:

- | | | |
|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 6 years | ** For ERA's established prior to July 1, 2000, <u>only</u> a 5 or 10 year schedule may be deducted. |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 7 years | |
| <input type="checkbox"/> 3 years | <input type="checkbox"/> 8 years | |
| <input type="checkbox"/> 4 years | <input type="checkbox"/> 9 years | |
| <input type="checkbox"/> 5 years ** | <input type="checkbox"/> 10 years ** | |

Also we have reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved: (<i>signature and title of authorized member</i>)	Telephone number ()	Date signed (<i>month, day, year</i>)
Attested by:	Designated body	

* If the designating body limits the time period during which an area is an economic revitalization area, it does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years designated under IC 6-1.1-12.1-4.5