



# Hampton Enterprise Zone

## Annual Job Retention Worksheet & Certification

Job Retention Worksheet and Certification for Incentives:

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address of Site

Where Employees are Located: \_\_\_\_\_

*Jobs to be Retained for Benefit. Businesses must retain five (5) new jobs to continue to qualify for incentives.*

Number of Retained Jobs	
Total Amount of Payroll for Retained Jobs:	\$ _____

*Note: Leased, contract, temporary, and construction employees do not qualify as new employees.*

Jobs to be Retained for Benefit: \_\_\_\_\_

Benefit Year: \_\_\_\_\_

Permanent, Full-Time Jobs: \_\_\_\_\_

Subtotal Full Time Jobs: \_\_\_\_\_

Permanent, Part Time Jobs: \_\_\_\_\_

Subtotal, Part Time Jobs: \_\_\_\_\_

Seasonal Jobs: \_\_\_\_\_

Subtotal Seasonal Jobs: \_\_\_\_\_

Job Classification:	Job Title:	Number of Positions:	Estimated Wage Range per Job:	Estimated Annual Wages:

Grand Total, All Jobs \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*By signing this form you are indicating that the information referenced above is true and accurate to the best of your knowledge. This form must be completed and submitted to the City of Hampton Economic Development / Main Street office by April 1, of each calendar year. Failure to retain the minimum number of jobs will result in the revocation of the Enterprise Zone Designation.*