

Applicant's Name	Social Security Number
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3A Estimated expenditures and microenterprise tax credits. If a related person (see question 2 response) has applied, the base year figures and the estimated growth of the microbusiness must be shared (see application guide) and reflected in question 3A response.
 (NOTE: The gray boxes on this table are not filled in.)

	COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E	COLUMN F	COLUMN G
	Base Year	Year 1	Year 1	Year 2	Year 2	Total Increase	Estimated Credit
	Tax Year Prior to Application	Year of Application	Increase (Column B-A)	Year After Application	Increase (Column D-A)	Column C + E	20% of Column F
Tax Year Ending Date							
a Depreciable Asset Purchases							
b Repairs and Maintenance							
c Advertising							
d Legal Professional Fees							
e Net Lease Increase							
f New Investment (a + b + c + d + e)							
g Compensation							
h Employer Health Insurance Contribution							
i New Compensation (g + h)							

3B Total Estimated Credit. (Total of lines f and i)	3B
3C Enter the lesser of the remaining possible credit on line 2B or the credit estimated on line 3B	3C

4 How are you involved in the day to day activity of the microbusiness? Explain the involvement, the frequency, and the significance to the microbusiness operation.

The following documentation MUST be included when submitting your application.

- 5** Enclose a copy of the most recent federal income tax return for yourself and the microbusiness. See question 5 in the [Microenterprise Application Guide](#) for a list of required federal income tax return documents, for you and the microbusiness, to be attached when submitting this application. If the new microbusiness is a flow-through entity, attach a list of the owners, their ownership percentages, and their Social Security numbers.
- 6** Enclose a copy of the most recent Nebraska Reconciliation of Income Tax Withheld, Form W-3N.
 - a Indicate your payroll frequency: weekly; biweekly; semi-monthly; monthly.
 - b Provide a copy of the payroll register showing total hours paid to all employees for the pay period that includes January 3, 2012 or that includes your application date, whichever is later. This information is due within 10 days of the end of your pay period.
- 7** Each microbusiness must be fully licensed according to the Nebraska licensing requirements listed on the [Nebraska Tax Application, Form 20](#). If the microbusiness is not licensed, attach a copy of the completed Nebraska Tax Application, Form 20, and proof of date submitted.
 Sales and Use Tax ID number _____. Withholding Tax ID number _____. Income Tax ID number _____.
- 8** Farmers and livestock operators must provide a current net worth statement. Please see Question 8 of the Microenterprise Application Guide for net worth statement requirements.

E-MAIL: If you allow the Department to contact you by e-mail, you accept any risk of loss of confidentiality associated with this method of communication.
AUTHORIZED SIGNATURE: This application must be signed by the individual actively involved in the microbusiness, or an individual authorized to sign for the applicant by a power of attorney on file with the Department. Attach a copy of a completed [power of attorney](#).

sign here _____ () _____
 Signature Telephone Number Please Print your Name

_____ E-mail Address

Applicant's Name

Social Security Number

PART 2 — FOR DEPARTMENT OF REVENUE USE ONLY

DEPARTMENT OF REVENUE USE ONLY

Total Credits Reserved

Department of Revenue Authorized Signature

Date

The [Employment and Investment Credit Calculation, Form 3800N](#), must be filed with the applicant's individual income tax return for the year of application and the following tax year. Attach a copy of this form, signed by the Department of Revenue, to verify authorization to participate in the Microenterprise Act. Complete Part 3 of this form to calculate the credit earned and attach all required documentation.

PART 3

1	Enter the amount of total microenterprise tax credits reserved in Part 2	1	
2	Enter microenterprise tax credit in prior year	2	
3	Remaining reserved microenterprise tax credit (line 1 minus line 2)	3	

	Column A	Column B	Column C	Column D
	Base Year (Tax Year Prior to Application)	Current Tax Year	Increase Over Base Year	Credit (20% of Col. C)
Tax Year Ending Date				
a Depreciable Asset Purchases				
b Repairs and Maintenance				
c Advertising				
d Legal Professional Fees				
e Net Lease Increase				
f New Investment (a + b + c + d + e)				
g Compensation				
h Employer Health Insurance Contribution				
i New Compensation (g + h)				
4 Total Credit (Total of lines f and i)				4
5 Enter the lesser of line 3 or line 4.....				5

6 Attach a copy of the following documents.

Base year and current year:

- Nebraska Reconciliation of Income Tax Withheld, Form W-3N, including a copy of the attached federal Wage and Tax Statements, Form W-2;
- Tax depreciation schedule;
- Year-end payroll register with year-to-date information, including total hours paid to hourly and salaried staff;
- Copy of lease agreements for any lease of qualified property; and
- Health insurance billings to show employer contribution.

Current Year:

- Proof of E-Verify employment confirmation, see Part 3 of [Microenterprise Application Guide](#); and
- Copies of invoices supporting purchases of depreciable assets, repairs and maintenance, advertising, legal and professional fees.

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AUTHORIZED SIGNATURE. This application must be signed by the individual actively involved in the microbusiness, or an individual authorized to sign for the applicant by a power of attorney on file with the Department. Attach a copy of a completed [power of attorney](#).

sign here

Signature

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Telephone Number

Please Print your Name

Title

E-mail Address