

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT AMATEUR SPORTING TAX CREDIT PROGRAM

COST CERTIFICATION

The Cost Certification must be submitted within ninety days following the End of the Sporting Event. If the Sporting Event includes multiple individual Sporting Events, the Cost Certification must be submitted within ninety days following the conclusion of the last Sporting Event covered under the Support Contract. The Cost Certification must be submitted along with other documents listed on the Cost Certification Checklist. Follow the instructions on the next few pages to complete your Cost Certification submission for the Amateur Sporting Tax Credit Program.

The DED will notify you of the date the Cost Certification has been received by the DED. If your Cost Certification has been approved by the DED, within sixty days immediately following the receipt of the Cost Certification by the DED, you are eligible for a refundable tax credit under the Amateur Sporting Tax Credit Program.

The Cost Certification is used by the DED to both certify the eligible costs associated with the Sporting Event and to ensure that the Sporting Event has met the expectations established in the Project Proposal.

COST CERTIFICATION CHECKLIST

- The Cost Certification Form
- The Eligible Cost Listing(s)
- Documentation of Eligible Expenses

Submit the Cost Certification materials to:

Missouri Department of Economic Development
Amateur Sporting Tax Credit Program
301 West High Street, Room 770
P.O. Box 118
Jefferson City, MO 65102

APPLICATION INSTRUCTIONS: **COST CERTIFICATION**

1. APPLICANT INFORMATION:

Name: Provide the name of the individual or entity that is filing the application and will receive the tax credits. If there is a Co-Host for the Sporting Event, please list the Co-Host. The tax credit certificate will be issued to the individual or entity entered as the Applicant.

Type of Entity:

- If the Applicant is a business entity, complete the appropriate information on the left. Check the appropriate box indicating the type of entity. Supply the name of an authorized company official and the address. Enter the entity's Taxpayer Identification Number. Supply the appropriate NAICS code (see Definitions in Guidelines). Enter the authorized company official's email address, if available. List the property owner.
- If the Applicant is an individual, complete the appropriate information on the right. Check the appropriate box indicating if the individual is the property owner. Enter the individual's contact information. Supply the individual's Social Security Number and spouse's Social Security Number, if applicable. Enter the Applicant's email address, if available. If the individual requesting tax credits is not the property owner, please list the owner.
- **Special Note:** For entities with flow-through tax treatment (e.g., partnerships, S-corporations, etc.), on a separate sheet include the name, address, and social security number or taxpayer ID number for all persons or entities with an ownership interest. Provide the percentage ownership interest for each taxpayer as of the time of the application. If the tax credits are to be certified other than pro rata according to the proportion of ownership interest, attach an executed agreement among the partners, members, or owners documenting the alternate distribution method.

2. PROJECT CONTACT:

Applicant/Owner/Other: Check the appropriate box and specify the name and contact information of the contact person. The Project Contact may be the Applicant or a third-party contact. All correspondence from DED will be sent to the Project Contact.

3. SPORTING EVENT INFORMATION:

Note: If more than one Sporting Event is being applied for, please include a separate spreadsheet listing each separate Sporting Event. The spreadsheet should list all information in this section for each Sporting Event.

Type of Event: Please list the sport that has been played at the Sporting Event.

Address: Enter the address of the project site, including city/town, state, zip code, and county.

Event Date: Please list the date that the Sporting Event was held.

4. TOTAL NUMBER OF REQUESTED TAX CREDITS:

Eligible Costs: List the actual dollar value for all Eligible Costs.

Tickets Sold at Face Value: List the total number of Sporting Event tickets sold at Face Value.

Number of Tickets Multiplied by \$5: Multiply the number of Tickets Sold at Face Value by \$5.

Number of Paid Participant Registrants: List the total number of Paid Participant Registrants for the Sporting Event.

Number of Paid Participant Registrants Multiplied by \$10: Multiply Number of Paid Participant Registrants by \$10.

Maximum Tax Credits: Enter the lesser of Eligible Costs, the Number of Tickets Sold Multiplied by \$5, or the Number of Paid Registrants Multiplied by \$10. (The number provided must be consistent with the type of Sporting Event chosen in the Project Proposal.)

5. OTHER INCENTIVES USED:

Are there other State of Missouri tax credits being applied toward this project? Select the appropriate box. If "Yes," please indicate which programs are applicable. If no other programs are being applied to the project, check "No."

6. PARTICIPATING IN THE E-VERIFY PROGRAM?

Please indicate yes or no. Participation in the E-Verify Program is a prerequisite of receiving ASTCP tax credits.

7. ADDITIONAL DOCUMENTS REQUIRED:

A Copy of the Eligible Cost Listing Form(s): The Eligible Cost Listing Form(s) should be created using the template provided in Appendixes A & B.

Backup Documentation for the Eligible Cost Listing Form(s): All costs listed on the Eligible Cost Listing Form(s) must be supported by both an Invoice and Proof of Payment. All Pledged Obligations must also be supported by the Support Contract.

A Ticket Sales Statement Confirming the Number of Actual Tickets Sold, or for Paid Participant-based Sporting Events, an Official List of All Registered Competitors, or in the Case of a Team Competition, the Team's Official Contingent: A box office ticket summary or other documentation that states the actual tickets sold for the Sporting Event. For a Participant-based Sporting Event, submit a list of each paid participant if it's single competitor and an official list of the team's official contingent.

8. ASTCP – APPLICANT CERTIFICATION:

Must be signed and notarized.