

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
AMATEUR SPORTING TAX CREDIT PROGRAM

EVENT NOTIFICATION

The Event Notification must be submitted during the Event Notification period. Follow the instructions on the next page to complete your Event Notification submission for the Amateur Sporting Tax Credit Program.

The DED will notify you of the date the Event Notification has been received by the DED.

The Event Notification provides the State of Missouri with notice that the Sporting Event is taking place so that the State can collect the relevant information necessary to ensure that you get the maximum number of credits.

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Submit the Event Notification 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:** **Event Notification**

### **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 will be 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 specific date or dates when the sporting event(s) will be held. If an alternative date will be used for reasons such as inclement weather, please list such dates. The Event Notification must be submitted to the DED during the Event Notification Period as defined above. The Event Date Listed in the Event Notification must be consistent with the Event Date listed in the Project Proposal.

### **4. EXPECTED EVENT TICKET AND PAID REGISTRANTS ATTENDANCE INFORMATION:**

**Expected Attendance:** The total number of spectators and competitors (including spectators paying less than Face Value for their tickets) expected at the event.

**Estimated Local Attendees:** The total number of spectators and competitors expected to come from within a ninety miles radius of the Sporting Event.

**Estimated Out-of-State Attendees:** The total number of spectators and competitors expected to come from out of state.

**Estimated Tickets Sold at Face Value or Estimated Paid Registrants, if applicable:** The total number of tickets sold for Face Value or the total number of Paid Registrants, as defined in the definitions section of the Guidelines. (The number provided must be consistent with the type of Sporting Event chosen in the Project Proposal.)