

## **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. 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 ATTENDANCE INFORMATION:**

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

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

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

**Estimated Average Ticket Sales Price:** The average Face Value of all tickets to be sold at the Sporting Event.

**Estimated Tickets Sold at Face Value:** The total number of tickets sold for Face Value, as defined in the definitions section of the Guidelines.

## COST CERTIFICATION

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

The DED will notify you of the date the Cost Certification has been received by the DED.

The Cost Certification is used by the DED to both certify the eligible costs associated with the Sporting Event and to measure the impact of the Sporting Event upon Missouri's economy for DED's own internal record keeping.

Send all your application 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

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MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
AMATEUR SPORTING TAX CREDIT PROGRAM

COST CERTIFICATION  
CHECKLIST

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

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