

## **Instructions on how to apply for the California Enterprise Zone Hiring Tax Credit**

Here are the simple steps to follow to apply for the Hiring Tax Credit:

1. Confirm that your business location is in the Enterprise Zone (Expired and/or New Zone).
2. Fill out a Hiring Tax Credit Voucher Application for each employee you would like to certify.
3. Check the “Acceptable Documentation to Support EZHTC Eligibility” and attach supporting documentation to each application.
4. Include a check for the total processing fee (\$80 per application). Checks are to be made out to “**City and County of San Francisco.**”
5. Mail applications, supporting documentation and processing fee to:

**Enterprise Zone Program  
Office of Economic and Workforce Development  
City Hall  
1 Dr. Carlton B. Goodlett Place, Room 448  
San Francisco, CA 94102**

Processing takes approximately 8 weeks. Applications are processed in the order that they are received. We do not offer any expedited services.

- Incomplete applications will be returned to the sender.
- Make copies of your submissions before you send them.
- Read through any forms and instructions thoroughly before submitting applications. This will avoid delay in processing.
- Please do **NOT** send pre-printed Voucher Certificates.

