Employees at Enterprise Zone Location

Complete a Form 304-1 for each employee at the enterprise zone location, whether or not the employee is in a qualified employment position. See instructions for Form 304-1 (on instruction page 3) about providing the requested information in an alternative form.

1   Employee name _____

2   Employee's taxpayer identification number (TIN) _____

3   Employee's residence address _____

4a Is the residence address listed on line 3 inside or outside of an enterprise zone that is located in the same county in which

the business is located?   ❑ inside   ❑ outside

4b If the answer on line 4a is inside, list the name of the enterprise zone in which the employee's residence address is located

_____

5   Employee's residence address AT DATE OF HIRE _____

_____

6a Is the residence address listed on line 5 inside or outside of an enterprise zone that is located in the same county in which

the business is located?   ❑ inside   ❑ outside

6b If the answer on line 6a is inside, list the name of the enterprise zone in which the employee's residence address was located

_____

7   Date of initial employment _____

8   If employee was previously employed by the business, list the last date of employment. (See instructions)

_____

9a Is the employee in a permanent full time position? (See instructions)   ❑ Yes   ❑ No

9b If the answer to line 9a is yes, list the number of hours the employee worked during the taxable year _____

10 Employee's annual compensation for the taxable year $_____

11a Total cost of health insurance provided by employer for employee. (See instructions) $_____

11b Total cost of health insurance for employee paid by employer. (See instructions) $_____

12 Is this employee in a new qualified employment position?   ❑ Yes   ❑ No

13a Has this employee been substituted for another employee in a qualified employment position?   ❑ Yes   ❑ No

13b If answer on line 13a is yes, list the date of substitution _____ and indicate whether the individual is a second year employee or a third year employee. *See instructions before answering this question.*

Check only one box.   ❑ second year employee   ❑ third year employee