

Model letter by eligible business firm seeking
to make investment in an enterprise zone
subject to e-commerce designation

[Company Letterhead]

[DATE]

Tim McCabe, Director
Oregon Economic and Community Development Department
775 Summer Street NE, Suite 200
Salem, Oregon 97301-1280

Subject: *Electronic-Commerce* Designation of _____ Enterprise Zone

Dear Mr. McCabe:

We are considering investments that would commence in the next 90 days at a site in the subject enterprise zone. We have applied for authorization respective to that site, and we intend to hire and maintain a sufficient number of new, full-time employees within the zone to qualify for exemption from local property taxes under ORS 285C.175. Specifically,

- ❖ Construction/installation of qualified property is expected to start in _____ <month> _____, 200__.
- ❖ Number of new employees to be hired pursuant to and for these investments is _____.
[Do NOT count FTEs or any construction, part-time (≤32 hours/week), temporary, seasonal or existing job].

This investment would entail an outlay in excess of \$500,000 for capital assets to be used in the zone for electronic commerce operations—*i.e.*, transactions or related functions with customers, claimants, vendors, suppliers or the like, predominantly over the Internet or computer network utilizing the Internet, and activities that support or arise from such *e-commerce* activities inside the zone, such as order fulfillment/distribution—about which further information is enclosed.

Consequently, designation of this enterprise zone for electronic commerce might allow us to enjoy substantial state income tax savings through the tax credit under ORS 315.507, and as such, the department's reservation of an available *e-commerce* designation, pending the zone sponsor's application, would weigh crucially in our decision to undertake these investments.

[I request that the department keep this communication confidential, pending commencement of the investments proposed and described herein, but I understand that while the department feels that this letter is exempt under Oregon's public records law, confidentiality cannot necessarily be ensured. Also,] I understand that neither designation nor the submission of this letter guarantees qualification for or receipt of applicable tax benefits.

[Original Signature of Owner, CEO or other suitably authorized corporate officer]

enclosures