



Register for the Urban Enterprise Zone Program



Are you interested in activating your business in the Urban Enterprise Zone (UEZ) program? We are here to help you along the way. Firstly, you will want to check a few things before you begin so the application process will go smoothly.

Please review the following questions. If you answer “No”, “I don’t know” or “Maybe”, kindly contact our office so we may provide some assistance.

- Is your business located within the UEZ boundaries? Of the 26 square miles that make up Lakewood, only 25% falls within the UEZ. The UEZ is primarily composed of commercial, industrial and retail areas. There are some exceptions.
- Do you have a federal tax ID number?
- Is your business registered with the State of NJ to conduct business in NJ? This is different than forming the business in NJ. If you have completed registration, you would have received a certificate from the state and a NJ tax ID number.
- Does the physical location of your business match the address on the Business Registration Certificate? Have you recently moved?
- Is your business in tax compliance with the State of NJ? In other words, have you been consistently filing your quarterly business taxes and your corporate annual reports?
- Do you (or your accountant or bookkeeper) have a MyNJ username and password for the business? If not, we will can assist you to create one.

Application to the UEZ can be completed in any of the following ways:

- Complete the task on your own by following the attached instructions.
- Fill out the attached application and return it to us via email. If you have a MyNJ username and password, please provide it.
- Your accountant can complete the task if he/she maintains the MyNJ account.

We at the Lakewood Development Corporation are always willing to answer questions and assist you with completing the application process. Our contact information is:

Trish Komsa 732-364-2500 extension 5257 or pkomsa@lakewoodnj.gov

Anita Doyle 732-364-2500 extension 5395 or anitadoyle@lakewoodnj.gov

Urban Enterprise Zone Program

Getting Started in Premier Business Services

The UEZ Business Certification System is accessible **only** through **New Jersey Premier Business Services (PBS)**.

If you **already have** a PBS account, navigate to the [PBS home page](https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp) (https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp) and **LOG ON** to access your services.

If you **do not** have a PBS account, follow the instructions below for your one-time registration process to create your PBS and My New Jersey accounts. After this registration, you will be able to log on and access the UEZ Business Certification System as well as additional State of New Jersey online services.

Quick Start—

1. On the Internet, go to [Premier Business Services](https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp) (https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp).
2. If you already have a My New Jersey account and a PBS account, **LOG ON** and conduct your business as usual.
3. If you need to create one or both of these accounts, click the **START** button and follow the instructions on the screens. If you do not have a My New Jersey User ID and Password, you'll be able to set one up during the registration process.
4. After you have created your PBS account, you can add businesses to the account. After a business is added, you will have access to the State's online Service Centers – including the UEZ Business Certification System.
5. To make return visits to PBS easier, bookmark the [Premier Business Services](https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp) home page or add it to your Internet browser's Favorites.



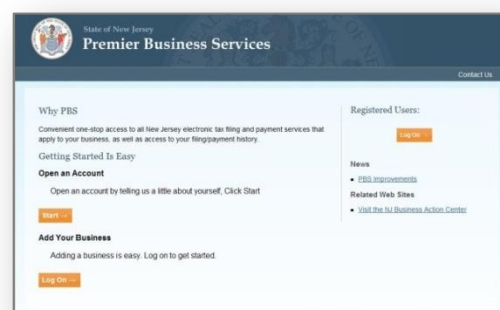
Detailed Instructions—

New PBS Users ONLY

To open a **PBS** account (including a **My New Jersey** account, if you don't already have one)

- Click **Start** →

If you already have a PBS account, **Log On**.
DO NOT START A NEW ACCOUNT.



Open an Account

- Click **Get Started →**
 - You will be entering basic information about yourself on the next screen.
 - **If you don't** have a My New Jersey account, you'll be able to set one up during the registration process.



Your Information

- Enter your personal information* in the fields
- Click **Continue →**

*If you are the business owner's authorized representative (e.g., accountant, business manager, etc.), you may complete an application on the business owner's behalf. Enter your own personal information in these screens and enter the **business's** information in the **Add a Business** and **UEZ Certification Application** screens.

Linking PBS and My New Jersey accounts

This screen asks if you currently have a My New Jersey Logon ID.

- Select **Yes** or **No**

If you answered "No"

- Enter the requested information in each field to set up a My New Jersey account
- Click **Continue**

Note: Passwords are case sensitive, must be at least eight characters long, and must have a combination of at least TWO of the following—

- Lower case letters
- Upper case letters
- Numbers
- Other characters (except space, quotes, and backslash)

If you answered “Yes”

- Enter your My New Jersey Logon ID and Password*
- Click **Continue**

* If you have forgotten your My New Jersey Logon ID or Password, follow the instructions on the screen.

Confirmation

At this point your PBS account has been created and linked to your My New Jersey account.

To access the PBS Services available to you

- Click **Home** →

To begin registering a business

- Click **Add a Business**

Adding a Business*

- Select the **Add a Business** hyperlink (upper right)

*You must register your business with the [NJ Division of Revenue](#) before adding it to your PBS account. An online [Business Registration Certificate \(BRC\)](#) look-up is available if you need to check on your registration status. The BRC page provides additional links to online service pages that will enable you to register the business if you have not already done so.

Adding a Business

At the **Add a Business to My Account** page

- Click **Get Started** →

Business Information

- Enter your business information in the fields
- Click **Continue**

If you **don't know your PIN**, click the hyperlink at the bottom of the text box.

Terms and Conditions

- Read the **Agreement/Terms of Use**
- Select **Yes** or **No**
- Click **Continue**

If you select **No**, the business will not be added to your PBS account.

Confirm Business Association

- Review your information
- Click **Continue**

Confirmation

The **Business Added** screen will confirm that the business has been added to your PBS account.

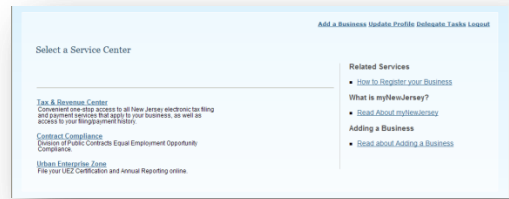
At this point, you can add another business or return to the Home page, where all PBS Service Centers will be available.

Service Center

Several online services are available on the PBS Service Center screen. More State Departments and Agencies will be added in the future.

To submit a UEZ Certification Application, Recertification Application, or Annual Report

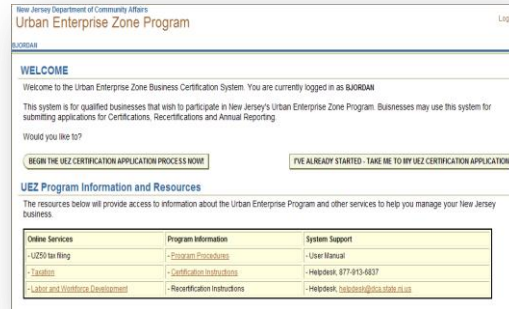
- Click **Urban Enterprise Zone**



Urban Enterprise Zone Program

- Select the function you want to perform

Hyperlinks on the bottom of the page link to helpful resources, such as *Certification Application Instructions*, *UEZ Help Desk*, etc.



Returning to PBS

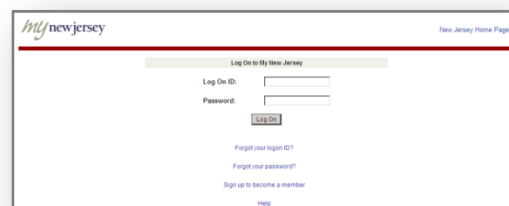
The next time you want to use the UEZ Business Certification System—

On the Internet, go to [Premier Business Services](https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp) (https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp).

- **Log On →**



- Enter your **Log On ID and Password**
- **Log On**



Service Centers

At the Premier Business Services screen—

- Click **Urban Enterprise Zone**



Related Web Sites	Help!	Mailing Address
http://www.nj.gov/dca/affiliates/uez	UEZ Help Desk Phone: 877-913-6837	NJ UEZ Program Department of Community Affairs PO Box 822 Trenton, NJ 08625
http://www.nj.gov/treasury/taxation	UEZ Help Desk Email: HelpDesk@dca.state.nj.us	
http://www.nj.gov/treasury/revenue	PBS Help: dorinfo@treas.state.nj.us	
http://nj.gov/njbusiness/	NJ Business Portal Help: 866-534-7789	



Certification Application

IMPORTANT: This form can be completed online using the State of New Jersey [Premier Business Services](#) (PBS). For help registering for PBS, use [Getting Started with Premier Business Services](#) on the UEZ website.

I. Zone Business Information

Refer to the [Certification Instructions](#) (Annual Reporting Form section) and follow the [Program Procedures](#) when completing this Form.

1. NJ Taxpayer ID# *

2. Legal Company Name *

3. Name at UEZ Location *

4. UEZ Business Location Address *

5. Unit#

6. Block # *

Lot # *

7. City *

8. State *

NJ

9. Zip *

10. Responsible Officer *

Mr., Mrs., Ms.

First *

MI

Last *

11. Title *

12. Phone *

13. Fax

14. E-mail *

15. Mailing Address (if different)

Same as Business Location

16. City

17. State

18. Zip

19. Nature of Business *

20. NAICS Code

If you are unsure of your NAICS and SIC classification codes, LDC will look them up. Please leave the spaces blank if you need help identifying your codes.

21. SIC Code

22. This UEZ business established as a/an *

Expansion

Relocation

New Business

Change of Ownership

Existing Business

Previous/original location
(Expansion/Relocation only)

City

State

23. Is 51% or more of business owned by a

Minority

Woman

24. Business Type *

Corporation

Partnership

Joint Venture

Sole Proprietorship

Limited Partnership

Limited Liability Company

See [Certification Instructions](#) for definitions of Women and Minority Owned business classification.

Urban Enterprise Zone

II. Employee Data

(Refer to the [Program Procedures](#) for additional details.)

Employment Requirements:

- 0 - 5 current full-time employees – not required to hire additional employees
- 6 - 10 current full-time employees – must hire one part-time employee
- 11 - 49 current full-time employees – must hire one full-time or two part-time employees
- 50 or more current full-time employees – must hire one full-time employee

	Full Time	Part Time
25. Current number of employees * (Use Employee Data Workbook)	_____	_____
26. Total number of employees anticipated by end of third year in UEZ Program *	_____	_____

III. Estimated Capital Investment Projections

(for three year certification period)

27. Total Estimated Dollar Amount/Projected Investment * (use [Capital Investment Workbook](#)) \$ _____

IV. Reduced Rate Tax Eligibility

(Refer to the [Ineligible Transaction Listings](#) for additional details.)

28. Do you want to participate in the reduced sales tax collection program? * Yes No
29. Do you **primarily** operate a catalog, mail, telephone, fax, or internet order business at your UEZ location? * Yes No
30. Do you operate a **retail store** at your UEZ location where you regularly conduct **retail sales** of **tangible personal property, exhibit** such items for sale, and maintain an **inventory** of such items for sale? * Yes No

YOU MAY NOT USE any UEZ benefits until you have valid qualification and tax documents from UEZ and the Division of Revenue in your possession.

V. Terms and Conditions

The business listed on this application must be a “qualified business” and be in full tax compliance with the State of New Jersey (State) before any certification, recertification, or continuation of eligibility in the Urban Enterprise Zone (UEZ) program, and/or participation in a NJUEZ incentive or loan program is authorized. A qualified business is any entity authorized to do business in the State which is engaged in the active conduct of a trade or business in an Urban Enterprise Zone.

* I consent to the release of information by the State Division of Taxation, the Urban Enterprise Zone Authority (within the New Jersey Department of Community Affairs), and the State Division of Revenue. This consent is limited to the business’s tax compliance status during the application, reporting process, renewal process, and program participation.

* I certify the above to be true, correct, and complete, that the creation of jobs at this location will not result in unemployment in other areas of the State and **I agree to meet the “25% Employment Factor”** if applicable. (See [Program Procedures](#).)

If you already have a Premier Business Services login, please provide:

USERNAME: _____

PASSWORD: _____

State-assigned PIN#: _____

Date: _____

Responsible Officer Name* _____

Please Print

I authorize the LDC to enter data on the company's behalf:
Please sign as authorization and send to LED Office by fax
to 732-364-5417 or scanned and emailed back to your
UEZ representative. ----->
