



WATSONVILLE ENTERPRISE ZONE CHECKLIST FOR SUBMITTING HIRING TAX CREDIT APPLICATION

- ❑ Completed “Voucher Application” form.
- ❑ Submit proper verification for qualifying category. See “Acceptable Forms of Verification.” Verification must be dated prior to hire date or within 90 days of hire.
- ❑ If qualifying an employee living in the TEA, look up address on “TEA Street Address Ranges” to verify address is in TEA. Include a copy of the page for verification for each Voucher Application submitted under this category.
- ❑ Include non-refundable check equal to \$50 per application made out to City of Watsonville (effective July 1, 2011).
- ❑ Complete package should include the following:
 1. Voucher Application form for each eligible employee
 2. Supporting documentation for each application submitted (See Acceptable forms of Verification)
 3. Check made payable to “City of Watsonville”
- ❑ Submit entire package in person or by mail to:

Redevelopment and Housing Department
City of Watsonville
Attn: Enterprise Zone
250 Main Street
Watsonville, CA 95076
- ❑ You should receive either a voucher certificate or a return letter explaining why a voucher application was not approved within 2-3 weeks. Incomplete forms or packages will be returned.
- ❑ If you have any questions about the process, please contact Kurt Overmeyer at (831) 768-3087, or Redevelopment and Housing staff at (831) 768-3080.