

IMPORTANT CHECKLIST FOR SARASOTA COUNTY INCENTIVES SUBMISSION

Requirements for Submitting Application:

Only expenditures spent in Sarasota County qualify.

- Application form must be complete and legibly signed in the presence of a notary public on provided affidavit, with affiant's printed name and title.
- All materials must be legibly, neatly and categorically prepared prior to submitting to SCFEO for review.
- W9 for submitting company must be included.
- All receipts need to be coded to appropriate qualified expenditures categories. Please write the applicable code in the upper right corner of receipt or document.
- All receipts must be itemized, clearly legible, dated and total amount indicated. If address is unavailable please indicate in writing, address and telephone number on receipt. If an item is not identifiable on the receipt please indicate alongside an understandable description. *(Please note: alcohol is not a qualified or a reimbursable expenditure)*
- All local crew payments require two current proofs of residency, ie: driver's license, declaration of residency, utility bill (ie: electric, phone, water), car title or registration, any billing statement that comes to crew member at the address submitted. *Addresses must match on both documents.*
- If providing pay stubs for crew please be sure that the Social Security numbers are not visible.
- Every receipt needs to be paid in full showing a zero balance or proof of payment. All checks require proof of processing ie: cancellation on back of check, bank statement with cleared check indicated on statement.
- A final copy of crew list for project included with application.

Remittance process:

- The SCFEO will prioritize all completed applications on a first-come, first-served basis, noted with the date/time the application was received in our office, whether by hand delivery or mail/other delivery service method. *Note: If you do not receive confirmation within ten (10) business days from our office that the application was received, contact us immediately. We recommend all submissions have return receipt or tracking information.*
- Fully completed applications with all necessary documentation included or promptly provided on request will be reviewed thoroughly by SCFEO and an estimated incentive rebate calculated. It will then be delivered to the Sarasota County finance department for final review, including any further requests for clarification or documentation, approval and processing of payment.
- Please note: the speed of processing the application and subsequent payment are directly impacted by the condition in which the materials are provided to/received by the SCFEO.