



## ASSISTANCE APPLICATION FORM & REQUIREMENTS

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1. Name of Company: \_\_\_\_\_
2. Company history (attach): \_\_\_\_\_
3. Contact person. \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ e-mail: \_\_\_\_\_
4. Copy of Articles of Incorporation: (attach): \_\_\_\_\_
5. Proof of Good Standing from Secretary of State: (attach) \_\_\_\_\_  
(include Tax Id number etc.)
6. List of all owners and management: (attach) \_\_\_\_\_
7. \*\*\*Business plan including sales and payroll projection: (attach) \_\_\_\_\_
8. \*\*\*Financial Report: (Attach) \_\_\_\_\_
9. Current total employees: \_\_\_\_\_
10. Proposed Project in Canton: (Attach) \_\_\_\_\_  
\_\_\_\_\_
11. Capital Expenditures (building, land, and or equipment): (Attach) \_\_\_\_\_
12. Requested Assistance from Canton EDC: (Attach additional information)
  - A. Building: \_\_\_\_\_
  - B. Land: \_\_\_\_\_
  - C. Capital: \_\_\_\_\_
  - D. Other: \_\_\_\_\_
13. \*\*\*Current Information:  
Number & Salary Employees payroll: \_\_\_\_\_  
Number & Hourly Employees payroll: \_\_\_\_\_  
List of job positions/title: \_\_\_\_\_  
Average Annual Commissions paid: \_\_\_\_\_  
Future Plans:  
**Full-Time = At least 1,820 hours per year (35 hours per week for 52 weeks)**  
Number of Full-Time Employees to be relocated to Canton: \_\_\_\_\_/When: \_\_\_\_\_  
Relocated from: \_\_\_\_\_  
Number of Full-Time Positions to be created in Canton: \_\_\_\_\_/When: \_\_\_\_\_

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Future Plans (continued):

Average Hourly Wage of Employees: \$ \_\_\_\_\_

Estimated Annual Gross Payroll: \$ \_\_\_\_\_

Employee Health Care Benefits available? Yes \_\_\_\_\_ No \_\_\_\_\_

14. **\*\*\*Current Taxable Value (before improvements) of Real Property**

(of all operations in Canton) \$ \_\_\_\_\_

Approx. Value of **Real Property Improvements to be made** in Canton: \$ \_\_\_\_\_

Description of Real Property Improvements: (building, remodeling, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*If more than one operation is located in Canton, please list others:** \_\_\_\_\_

15. **\*\*\*Current Taxable Value of Personal Property** (of all operations in the City of Canton): \$ \_\_\_\_\_

Approx. Value of **Personal Property Improvements:** \$ \_\_\_\_\_

(machinery, equipment, etc.)

Description of Personal Property Improvements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

16. Estimate of taxable sales and purchases:

Approx. amount of annual purchases made by company that are subject to sales and use taxes: \$ \_\_\_\_\_

Estimate % of those purchases made in Canton, Texas: \_\_\_\_\_%

Approx. amount of annual sales of goods and/or services made by the company from this location that are subject to sales and use taxes: \$ \_\_\_\_\_

17. Customer target: Retail \_\_\_\_\_ Service \_\_\_\_\_ Manufacturing \_\_\_\_\_ Wholesale \_\_\_\_\_

Other (explain) \_\_\_\_\_

18. **Projects Time Frame:** (Start Date and Completion Date) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Company Owner or Representative

\_\_\_\_\_  
Date

By signing this application Canton Economic Development Corporation Executive Director and Assistant Director will have the right to run background checks on all principal officers or owners.

Please make sure we have a copy of your Certificate of Account Status with TX. Comptroller of Public Accounts.

**\*\*\*All financial information will be kept confidential\*\*\***

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19. **Normal Provisions of Canton Economic Development Performance Agreements:**
- A. The company will agree to relocate or/and create jobs over a period of years agreed upon by CEDC Board of Directors.
  - B. The company will further agree to the construction or improvements of real property as agreed upon by CEDC Board of Directors.
  - C. CEDC will require that the company provide proof of all real and personal property improvements that will be agreed to in the Economic Development Agreement Contract.
  - D. CEDC will require that the company provide proof of jobs created and/or maintained in the City of Canton for each year of the Economic Development Agreement.
  - E. CEDC requires at the anniversary of agreements the following documentation for jobs created or maintained:
    - 1. Texas Employment Commission's Employer's Quarterly Reports
    - 2. A roster of its local employees (with total hours worked, position held, and hourly wage)
    - 3. Copies of paid property tax, sales tax, and or hotel/motel tax receipts**On-location audits can be arranged in special circumstances**
20. **Assistance funds from CEDC should follow guidelines below:**
- 1. First consideration will be given to projects within the Canton City Limits or 1 mile Extra Territorial Jurisdiction (ETJ).
  - 2. If property is within ETJ, the client must agree to be annexed into the Canton City Limits as soon as reasonably possible.
  - 3. Property/Project outside the City Limits and ETJ will be given consideration if it will create Substantial (as interpreted by CEDC Board of Directors) number of jobs and directly impacts the quality life of the citizens of Canton.

All assistance applications are subject to the approval of the Canton Economic Development Corporation Board of Directors. If project approved for any funding, performance contract will be signed by both parties. All of the above can be presented in notebook binder.

Mailing Info: Canton Economic Development Corporation  
Stacy Crossley, Executive Director  
290 E. Tyler Street  
Canton, TX. 75103

Phone: 903-567-1851 Email: [scrossley@cantontex.com](mailto:scrossley@cantontex.com) Web-Site: [www.cantontxedc.com](http://www.cantontxedc.com)

Date Application Received: \_\_\_\_\_ Date Application Returned: \_\_\_\_\_

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Initials of Company Official: \_\_\_\_\_

## Texas Government Code Section 2264.01 Certification

Company certifies that Company, or a branch, division, or department of Company, does not and will not knowingly employ an undocumented worker. If, after receiving a public subsidy, Company or a branch, division, or department of company is convicted of a violation under 8 U.S. C. Section 1324a(f), Company shall repay the amount of the public subsidy paid by CEDC to Company with interest at the rate of 5% per annum, not later than the 120 days after the date that Company receives a notification of such a violation.

**The company's representative that is authorized to enter into a binding agreement with CEDC is:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Contact person for yearly documentation will be:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Mail yearly reminders to:**

Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title