

RI Investment Tax Credit
Request for Certification Letter

Please refer to the Rhode Island Investment Tax Credit Act, Title 44, Chapter 31, of Rhode Island General Laws for a complete review of the requirements of this program.

Purpose

Rhode Island Law, Section 44-31-1 provides for a 10 Percent Investment Tax Credit. This credit is available to employers classified in manufacturing, wholesale trade, finance, insurance, real estate and selected services industries. In order to be eligible for the credit, the employer must be paying above average wages or investing significantly in employee training. In addition, more than half of the revenue of non-manufacturing firms must come from out-of-state sales or sales to the federal government.

Employers may qualify for the 10% Investment Tax Credit by meeting one of three criteria, including that the firm invests at least 2% of total payroll costs in worker training.

In order to qualify for the credit under the above criteria, an entity must submit a letter specifying total wages, total amount spent on training, and the computation of the percent spent on training to the Governor's Workforce Board in order to receive a letter from the GWB certifying these expenses. This Request Form satisfies this requirement.

For GWB ONLY:

Date Request Received: _____

Date Certification Letter Issued: _____ Application No. _____



Governor's Workforce Board
RHODE ISLAND
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CONTACT INFORMATION:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email Address: _____

Contact Person: _____

Federal Tax ID No.: _____ RI Employer ID: _____

2. Primary NAICS Code (if you are unsure, please visit <https://www.naics.com/search/>): _____

3. Total Number of RI-based Employees: _____

TRAINING SUMMARY:

Please provide a narrative description of all training programs included in the training costs total:

COST SUMMARY:

Below please itemize the costs associated with all training programs included in the training costs total (Example: June 2013 Call Center Training: \$50,000, January 2015 Team Building Training: \$8750). The total these costs to arrive at the total Amount Spent on Training. If you need more space please attach an appendix to this document.

AMOUNT SPENT ON TRAINING	
TRAINING PROGRAM	COST
TOTAL	
TOTAL PAYROLL (TOTAL WAGES)	
TOTAL	
Amount Spent on Training / Total Payroll (Expressed as a %, must be greater than 2%)	
% of Payroll Spent on Training	

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Signatory Page:

The information contained in this document is accurate to the best of my knowledge.

I certify that my company is an eligible employer, and that only qualifying training expenses for eligible employees will be taken as the tax credit. I understand that any information contained in this document may be subject to audit/confirmation by the Governor's Workforce Board, the RI Division of Taxation, and any other relevant authority.

NOTE: This credit can no longer be claimed on the RI Personal Income Tax Returns.

Signature of CEO or Manager of Rhode Island Facility

Please return this completed request for certification to:

RI Investment Tax Credit
Governor's Workforce Board RI
1511 Pontiac Avenue
Building 72-2
Cranston, RI 02920

Employers are advised to retain supporting documentation for their records.