

CHECKLIST OF REQUIRED DOCUMENTS:

	TEF Application Pre-Submission Checklist	Check if Completed
A	Certification of Application signed by Company and Notarized	
B	Certification of Application signed by Community and Notarized	
C	Articles of Incorporation	
D	Evidence of good standing under the laws of the state in which the business was formed or organized. Certificate of Status, if formed in Texas.	
E	Franchise Tax Account Status for Applicant Company and all currently operating parent or subsidiary entities verified as “Active” from the Texas Comptroller of Public Accounts ¹	
F	Committed Sources of Funding (Jobs & Capital Investment Tab)	
G	TEF Request and Other State Assistance Request	
H	County Depreciation Schedule	
I	Average Weekly Wage	
J	Economic Impact Analysis (see below)	
K	Three Years of Audited Financial Statements for Applicant Company (see below)	

¹ To search an entity’s Franchise Tax Account Status please visit the website of the Texas Comptroller of Public Accounts (CPA) at <https://ourcpa.cpa.state.tx.us/coa/Index.html>. To resolve any issues regarding a company’s status with the Texas CPA, please contact the CPA’s Franchise Tax Division at (512) 463-4402.

ECONOMIC IMPACT ANALYSIS

The analysis **must be conducted by a third-party entity** not related to the applicant. The company, consultant and local economic development organization(s) associated with the applicant are not considered third-party entities. The analysis must include the following:

- A. Total capital investment and employment, with timeline for each
- B. Outline of Economic and Fiscal Impacts of:
 - 1. Project construction phase
 - 2. Annual operations for each of the first 10 years of operation
 Impacts during construction phase should include:

- Total Expenditure
- Gross State Product impact
- Retail Sales
- Total State Tax Revenue
- Direct, indirect, induced and total peak employment
- Direct, indirect, induced and total payroll

Impacts during *each year* of annual operations should include:

- Total Expenditure
- Gross State Product impact
- Retail Sales
- Total State Tax Revenue
- Direct, indirect, induced and total permanent employment
- Direct, indirect, induced and total payroll

C. Executive Summary of the analysis highlighting the following data items:

1. Gross State product impact during *first year of full employment*
2. Total payroll (including direct, indirect, and induced) during *first year of full employment*
3. Total jobs (including direct, indirect, and induced) during *first year of full employment*

COMPANY FINANCIAL DATA

The Applicant Company must provide three consecutive years of financial data in the form of independent, audited financial statements containing, at a minimum, the following categories:

- Current Assets
- Inventories
- Total Assets
- Current Liabilities
- Total Liabilities
- Total Equity
- Net Income
- Revenue
- Cost of Goods Sold / Sales
- Current Accounts Receivable

Audited financial statements are required from the Applicant Business.

Note: If financial statements are provided from a **parent entity**, the **parent will be required to guarantee any economic development grant contract with the State of Texas**, should one result from this application.