

2020 BEIP ANNUAL REPORTING INSTRUCTIONS

ANNUAL REPORT FILERS (Pages 2 & 3)

STUB YEAR FILERS (Pages 4 & 5)

POST-PAYMENT FILERS (Page 6)

***The subject line of your email reflects what phase your project is in ***

IMPORTANT PROGRAM/REPORTING INFORMATION FOR ALL FILERS:

You must use Edge, Chrome or Firefox to access the iDMS portal. You will not be able to access iDMS if you use Internet Explorer, as IE is not compatible.

Completed 2020 Annual Progress Reports and supporting documentation for all filers must be submitted via the Authority's secure iDMS portal no later than March 1, 2021. Attempts to submit after March 1, 2021 will not be accepted and will result in forfeiture of the 2020 award.

All of the numbered documents listed under each filing category below must be uploaded to the iDMS secure portal by March 1, 2021 in order to receive a confirmation number. Failure to upload all required documents will prohibit you from receiving your confirmation number and may result in forfeiture of the 2020 award. We do not accept documents via email.

You may also find the list of required documents in IDMS under the "Required Documents" tab. Each required document has a "DOC TYPE" code that you will need to choose in the Annual Report Document section of the portal.

Downloadable forms can be found in IDMS under the "Download Documents" tab.

Upon log-in, you will be required to confirm contact information for the highest ranking official at the company (CEO, CFO, etc.), annual report, tax credit and consultant (if utilized). Once provided, you will be prompted to input BEIP Job Numbers and Total NJ job Numbers. Please see the ["iDMS Portal User Instructions"](#) for step-by-step instructions on how to navigate through the iDMS portal.

If you are having IDMS technical issues or receive error messages, please click the red "Report Issue" button in the bottom right corner of IDMS. An IT Specialist will contact you, typically within 24 hours. If you forgot your password, please contact your Incentives Officer.

GUIDANCE:

*For information on how to complete the template, see the ["Template Instructions"](#).

*For information on how to navigate the iDMS portal and complete the validation process, view the ["iDMS Portal User Instructions"](#)

*To view common questions about iDMS and the process, view ["iDMS FAQ's"](#).

ANNUAL REPORT PHASE - REQUIRED DOCUMENTS AND INSTRUCTIONS:

1. **2020 BEIP Annual Reporting Template** - Do not include earnings or withholdings incurred prior to your MET date or after your maturity date. You must enter the payroll information for the BEIP-eligible employees on the 2020 annual report template. To obtain the template, click the hyperlink above, go to the BEIP forms link or obtain the template from the “download document” tab in iDMS. You must complete the project tab, annual report tab and PA report tab (if required) in their entirety. Please do not alter the template. If you are copying from another program, please make sure the codes are not overwriting the embedded formulas in the 2020 template. Previous versions of the excel template will not be accepted. For further information on how to complete the template, please see the “Template Instructions”.
2. Fully executed and attested (witnessed) copy of the **REVISED** Exhibit C (located in the “download documents” tab in iDMS).
3. Fully executed and attested (witnessed) copy of Exhibit D (located in the final section of the Grant Agreement);
4. Copy of 2020 New Jersey Division of Taxation W-3 Reconciliation form. A W-3 should be provided for every taxpaying entity listed in the Grant Agreement. If a payroll company is used, a copy of the 2020 New Jersey Annual Statement of Deposit and Filings can be submitted in lieu of the NJ W-3;
5. New Jersey WR-30 for the 4th Quarter of 2020.
6. Completed and executed New Jersey Division of Taxation NJ-9000 form for each taxpaying entity listed in the Grant Agreement;
7. Copy of the 2020 PA W-2’s for each Pennsylvania resident that appears on the PA report (if required);
8. Valid Tax Clearance Certificate – for every company listed on the Grant Agreement. Please apply on-line using the below link. Ensure you choose NJ Economic Development Authority as the agency and certificate must be current. If you have problems obtaining your certificate, please click the “Contact Us” at the bottom left of the website. https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp

The **2020 BEIP Annual Report Template** must be used when submitting the 2020 Annual Report. If the required template is not used, no part of your submission will be accepted until a compliant version has been submitted and accepted by the online portal. Previous versions of the excel template will not be accepted. For specific guidance on completing each worksheet, please refer to the **Template Instructions**.

The Annual Progress Report and PA Report will be used to determine the amount of the grant. Do not include earnings or withholdings incurred prior to the date the MET was reached or from the maturity date to 12/31/2020. Do not include any wages and withholdings that were not *earned*. Ineligible wages and withholdings are defined in the footnotes of the Comprehensive iDMS Annual Report Template Instructions.

In order for your 2020 BEIP Annual Report submission to be complete, all validations must be addressed and all required documents must be uploaded before a confirmation number is granted. Failure to resolve the outstanding issues or upload all required documents will prohibit you from completing your 2020 BEIP Annual Progress Report and will result in forfeiture of the 2020 award. For step-by-step validation instructions, view the 2020 Portal User Instructions.

If a BEIP eligible employee is terminated and replaced by an existing, non-eligible employee (employed in NJ prior to Board Approval), the non-eligible employee's prior position must be backfilled by a newly hired employee who shall not be counted as a New Employee under the grant. If a non-eligible employee is terminated, the replacement employee is not eligible to be considered a New Employee under the grant.

STUB YEAR PHASE - REQUIRED DOCUMENTS AND INSTRUCTIONS (Stub year includes both annual and post-payment phases):

1. [2020 BEIP Annual Reporting Template](#) – Wages and withholdings must be pro-rated to their actual amount from January 1 to the maturity date. Do not include earnings or withholdings incurred after your maturity date. You must enter the payroll information for the BEIP-eligible employees on the 2020 annual report template. To obtain the template, click the hyperlink above, go to the BEIP forms link or obtain the template from the “download document” tab in iDMS. You must complete the project tab, annual report tab and PA report tab (if required) in their entirety. Please do not alter the template. If you are copying from another program, please make sure the codes are not overwriting the embedded formulas in the 2020 template. Previous versions of the excel template will not be accepted. For further information on how to complete the template, please see the “Template Instructions”.
2. Fully executed and attested (witnessed) copy of REVISED Exhibit C (located in the “download documents” tab in iDMS).
3. Fully executed and attested (witnessed) copy of REVISED Exhibit C1 (located in the “download documents” tab in iDMS);
4. Fully executed and attested (witnessed) copy of Exhibit D (located in the back of the Grant Agreement);
5. Copy of the 2020 New Jersey Division of Taxation W-3 Reconciliation form. A W-3 should be provided for every taxpaying entity listed in the Grant Agreement. If a payroll company is used, a copy of the 2019 New Jersey Annual Statement of Deposit and Filings can be submitted in lieu of the NJ W-3;
6. New Jersey WR-30 for the 4th Quarter of 2020.
7. Completed and executed [New Jersey Division of Taxation NJ-9000](#) form for each taxpaying entity listed in the Grant Agreement;
8. Copy of the 2020 PA W-2’s for each Pennsylvania resident that appears on the PA report (if required);
9. Valid Tax Clearance Certificate – for every company listed on the Grant Agreement. Please apply online using the below link. If you have problems obtaining your certificate, please click the “Contact Us” at the bottom left of the website. https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp

The [2020 BEIP Annual Reporting Template](#) must be used when submitting the 2020 Annual Report. If the required template is not used, no part of your submission will be accepted until a compliant version has been submitted and accepted by the online portal. For specific guidance on completing each worksheet, please refer to the [Template Instructions](#).

The prorated Annual Progress Report and PA Report will be used to determine the amount of the grant. Do not include earnings or withholdings incurred either prior to the MET date or from the maturity date to 12/31/2020. Do not include any wages and withholdings that were not *earned*. Ineligible wages and withholdings are defined in the footnotes of the Comprehensive iDMS Annual Report Template Instructions.

In order for your 2020 BEIP Annual/Stub Year Report submission to be complete, all validations must be addressed and all required documents must be uploaded before a confirmation number is granted. Failure to resolve the outstanding issues or upload all required documents will prohibit you from completing your 2020 BEIP Annual/Stub Year Report and will result in forfeiture of the 2020 award. For step-by-step validation instructions, view the Portal User Instructions.

If a BEIP eligible employee is terminated and replaced by an existing, non-eligible employee (employed in NJ prior to Board Approval), the non-eligible employee's prior position must be backfilled by a newly hired employee who shall not be counted as a New Employee under the grant. If a non-eligible employee is terminated, the replacement employee is not eligible to be considered a New Employee under the grant.

POST-MATURITY (POST-PAYMENT) PHASE - REQUIRED DOCUMENTS AND INSTRUCTIONS:

1. Fully executed and attested (witnessed) REVISED Exhibit C1 (located in the “download documents” tab in iDMS).
2. Copy of 2020 New Jersey Division of Taxation W-3 Reconciliation form. A W-3 should be provided for every taxpaying entity listed in the Grant Agreement. If a payroll company is used, a copy of the 2020 New Jersey Annual Statement of Deposit and Filings can be submitted in lieu of the NJ W-3.
3. New Jersey WR-30 for the 4th Quarter of 2020.
4. Valid Tax Clearance Certificate – for every company listed on the Grant Agreement. Please apply on-line using the below link. If you have problems obtaining your certificate, please click the “Contact Us” at the bottom left of the website. https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp

In order for your 2020 BEIP Post-Maturity Report submission to be complete, once all of the required documents listed above are uploaded, please click the “confirmation number” tab. Make sure to save a copy of the confirmation number for your records.