

Small Business Lease Grant Program  
 APPLICANT CHECKLIST

## Required Documents

1. A completed NJEDA online application for the location and entity that is applying for the grant  
[Small Business Lease Grant Application](#)
2. Current NJ tax clearance certificate (cannot be approved until received)  
[Directions for securing your tax clearance certificate](#)
3. Documentation to verify entity applying's name – must provide company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at county clerk's office-for sole proprietors)
 

**Sole Proprietor:** provide a [Certificate of Trade Name](#) (filed with the County Clerk)  
**LLC:** [Certificate of Formation](#) and [Operating Agreement](#)  
**Corporation:** [Certificate of Incorporation](#) and Bylaws  
**Not-for- Profit:** [Certificate of Incorporation](#) and Bylaws  
**Out of State:** If your business is not registered in the State of NJ you are ineligible for this grant. If your entity was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate.
4. Ensure entity applying has used proper name. Please check on: [Business Name Search \(njportal.com\)](#)
5. Federal Tax Filings (3 most recent consecutive years if available) – used to verify revenue at time of application to ensure meet SBA's definition of a small business
6. [WR30](#), Payroll Report or equivalent information to determine revenue or job numbers from 1 quarter prior to application and at time of application
7. Fully completed [Landlord Certification](#) form provided by NJEDA
8. **Fully executed** lease (must be a minimum 5-year lease term) – Subleases are not eligible Executed lease must be signed by the tenant and property owner and must mention:
  - Square footage: between 250 to 10,000 square feet – over 10,000 is still eligible however, over 10,000 square feet will not be incentivized. For lease extensions, renewals, or amendments, the applicant must expand or add more than 250 square feet.
  - Monthly payments must be identified per year to calculate grant award amount
  - Lease must be executed within 12-months of filing NJEDA application to be eligible
  - Lease must incorporate first floor street level space
  - Lease payments can only include the leasing of square footage (equipment cannot be included)
9. [Prohibited Activities in Russia/Belarus certificate](#), please complete and submit with application. Only for grants over \$25,000.

## Eligibility Requirements

1. Must be a small business as defined by SBA based on NAICS code at time of application and one quarter prior to application
2. Must be in good standing with any previous NJEDA approvals
3. Applicant must stay current with lease payments and in compliance for the 5-year grant term. Applicant must also pay the program minimum wage requirements of the greater of \$15/hour or 120% of minimum wage unless employees are tipped employees then 120% of minimum wage is required to be paid.
4. The small business must be in substantial good standing with the NJ Department of Labor and Workforce Development, the NJ Department of Environmental Protection, and the Department of Treasury (as determined by each Department)

# How to Obtain a Business Assistance Tax Clearance Certificate


Go to [Business Tax Clearance Certification Required for Receiving State Grants, Incentives](#) and follow the instructions under "How to Use Premier Business Services to Obtain Certification", shown below.


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Home / Business Tax Clearance Certification Required for Receiving State Grants, Incentives

## Business Tax Clearance Certification Required for Receiving State Grants, Incentives

New Jersey offers grants, incentives, and rebates to businesses, and every recipient must obtain a business assistance tax clearance certificate from the Division of Taxation.

After July 1, 2017, any applicant for certification that can't obtain a Premier Business Services account may submit a paper application (Gtb-10) for business assistance tax clearance. All others must request their clearance certificate through the Premier Business Services Portal. There is no fee for requesting a certificate through the portal.

The Division will return any paper application received from a business that can qualify and register for an account on the Premier Business Services portal. (Trusts, banking institutions, insurance companies, individuals, and local governments such as school districts and counties generally cannot register for a Premier Business Services account.)


### How to Use Premier Business Services to Obtain Certification

If you aren't registered with Premier Business Services, visit the [Premier Business Services portal](#) and select *New Users Only – Create an Account* and follow instructions. [View detailed instructions.](#)

If you are already registered with Premier Business Services, log in. Go to the Tax & Revenue Center. From there, select Business Incentive Tax Clearance. If your account is compliant with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through the portal.

Questions regarding your account may be directed to [609-292-9292](tel:609-292-9292) or via email at Premier Services Registration at [Integrated-Registration.Admin@treas.nj.gov](mailto:Integrated-Registration.Admin@treas.nj.gov).


### Individuals require a paper application

The Application for [Business Assistance Tax Clearance](#)  must be completed, signed by the applicant, and submitted to the Division of Taxation, at the address listed on the application. Payment must be made by check or money order. An application received without payment will not be processed.

### Business Assistance or Incentive Tax Clearance certificates may be requested for aid offered by the following State agencies:

<ul style="list-style-type: none"><li>Board of Public Utilities (Clean Energy Program)</li><li>Department of Community Affairs</li><li>Department of Health</li><li>Department of Labor &amp; Workforce Development (Labor Training Programs)</li></ul>	<ul style="list-style-type: none"><li>Economic Development Authority</li><li>New Jersey Casino Reinvestment Development Authority</li><li>New Jersey Commerce, Economic Growth &amp; Tourism Commission</li><li>New Jersey Commission on Science, Innovation, and Technology</li></ul>	<ul style="list-style-type: none"><li>New Jersey Department of Children &amp; Families</li><li>New Jersey Department of Human Services</li><li>New Jersey Department of Treasury (Angel Investor Tax Credit, Grow NJ Tax Credit)</li><li>New Jersey Housing &amp; Mortgage Finance Agency</li></ul>	<ul style="list-style-type: none"><li>New Jersey Secretary of State</li></ul>
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### Business Assistance and Incentive Clearance certificates may not be used for any Division of Taxation License Renewal including:

<ul style="list-style-type: none"><li>liquor licenses</li><li>cigarette licenses</li><li>motor fuel licenses</li></ul>	<ul style="list-style-type: none"><li>lottery agent applications</li><li>UEZ applications</li><li>DEP clearances</li></ul>	<ul style="list-style-type: none"><li>DCA clearances</li><li>MVC suspensions</li><li>As a substitute for a Certificate of Good Standing</li></ul>	<ul style="list-style-type: none"><li>As a substitute for a Tax Clearance Certificate for corporate tax matters (<a href="#">form 5088-TC</a> </li></ul>
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Questions regarding the Business Assistance or Incentive Clearances may be emailed to [BusinessAssistanceTC.Taxation@treas.nj.gov](mailto:BusinessAssistanceTC.Taxation@treas.nj.gov).

**NOTE: A Tax Clearance Certificate will only be issued to businesses or individuals who are registered with the New Jersey Division of Revenue. If you need more information regarding the registration process, proceed to the [New Jersey Division of Revenue website](#).**

### If you experience issues accessing the [Premier Business Services](#) website:

- Try again at a later time and/or using various web browsers. Internet Explorer may encounter limitations.
- Be sure your company is registered to do business in the State of NJ, [Division of Revenue & Enterprise Services - Getting Registered](#).
- Have a copy of your Business Registration Certificate (BRC) on hand so you know the date you registered, NJ corp # and the business name as it appears on the registration/tax records (it's important to enter the business name exactly as appears on the BRC).
- Be sure your annual report was filed at <https://www.njportal.com/DOR/AnnualReports/Business?sessionType=AnnualReport>.
- If you need help, e-mail Premier Business Services at [Integrated-Registration.Admin@treas.nj.gov](mailto:Integrated-Registration.Admin@treas.nj.gov) or call 609-292-9292.
- If you get a message in red font advising that you are not eligible to receive a certificate, contact Taxation at the e-mail below.

Questions regarding the Business Assistance Tax Clearance Certificate may be emailed to [BusinessAssistanceTC.Taxation@treas.nj.gov](mailto:BusinessAssistanceTC.Taxation@treas.nj.gov)