



MINEOLA ECONOMIC DEVELOPMENT CORPORATION

INCENTIVE APPLICATION PACKAGE

P.O. BOX 179

MINEOLA, TEXAS 75773

MERCY L. RUSHING, CITY ADMINISTRATOR & MEDC EXECUTIVE DIRECTOR

903-569-6183

903 245 8505

www.mineola.com or www.mineolatxedc.com



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 Mineola: (Attach) _____

11. Capital Expenditures (building, land, and or equipment): (Attach) _____

12. Requested Assistance from MEDC: (Attach additional information) Please tell us what you are applying for and pertinent information regarding the request.
 - A. Building: _____
 - B. Land: _____
 - C. Capital: _____
 - D. Other: _____
13. *****Current Information: Annual Payroll:**
 - Salary Employees payroll: _____
 - Hourly Employees payroll: _____
 - Average Annual Commissions paid: _____

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Future Plans:

Full-Time = 30 hours per week for 52 weeks (Use Salary/Hourly Wage or both)

Number of Full-Time Employees to be relocated to Mineola: _____/When: _____

Relocated from: _____

Number of Full-Time Positions to be created in Mineola: _____/When: _____

Average Hourly Wage of Employees: \$ _____

Estimated Annual Gross Payroll: \$ _____

Employee Health Care Benefits available? Yes _____ No _____

Any other Employee Benefits available? _____

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

(Of all operations in Mineola) \$ _____

Approx. Value of **Real Property Improvements to be made** in Mineola: \$ _____

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

***If more than one operation is located in Mineola, please list others:** _____

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

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

(machinery, equipment, etc.)

Description of Personal Property Improvements: _____

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16. **Estimate of taxable sales and purchases:**

Approx. amount of annual purchases made by company that are subject to sales tax:

\$ _____

Estimate % of those purchases made in Mineola, 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 Mineola Economic Development Corporation Executive Director will have the right to run background checks on all principal officers and 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 and not subject to Open Record*****

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A. Normal Provisions of Mineola Economic Development Performance Agreements:

- A. The company will agree to locate or relocate and create jobs over a period of year(s) agreed upon by MEDC (Mineola Economic Development Corporation) Board of Directors & City of Mineola.
- B. The company will further agree to the construction or improvements of real property as agreed upon by MEDC Board of Directors & City of Mineola
- C. MEDC 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. MEDC will require that the company provide proof of jobs created and/or maintained in the City of Mineola for each year of the Economic Development Agreement. Provide Employee Payroll document.
- E. MEDC requires at the anniversary of the Agreement Contract the following documentation for jobs created or maintained be sent to MEDC Office as agreed in the MEDC's Agreement Contract.
 1. Texas Employment Commission's Employer's Quarterly Reports after the first year of operations.
 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 if rebate is part of incentive.**On-location audits can be arranged in special circumstances by MEDC Executive Director.**

B. Assistance funds from MEDC should follow guidelines below:

1. First consideration will be given to projects within the Mineola City Limits or within the ½ mile Extra Territorial Jurisdiction (ETJ).
2. If property is within **ETJ**, the client must agree to be annexed into the Mineola City Limits at once unless for some reason it cannot, then it must annex as soon as it is reasonably possible, as part of the contract agreement.
3. Property/Project outside the City Limits and ETJ will be given **consideration if it will create substantial** (as interpreted by MEDC Board of Directors & City Council) amount of jobs and impacts the quality of life of the citizens of Mineola.

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All assistance applications are subject to the approval of the Mineola Economic Development Corporation Board of Directors and final approval with the City of Mineola. If project is approved for any funding a performance contract will be signed by both parties. All of the above information can be presented in notebook binder to MEDC.

**Mailing Info: Mineola Economic Dev. Corporation (MEDC)
 Mercy L. Rushing, Executive Director
 P.O. Box 178 (300 Greenville Hwy.)
 Mineola, TX. 75773**

Phone: **903-569-6185**

Cell: **903-245-8505**

Email: mrushing@mineola.com

Web-Site: www.mineolatxedc.com & www.mineola.com

Date Application Received by MEDC _____

Date Application Returned to Prospect: _____

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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 MEDC 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 MEDC/City of Mineola is:

Name: _____ Title: _____

Contact person for documentation will be:

Name: _____ Title: _____

Mail reminders to:

Address: _____

Signature of Company Representative

Date

Title