



MAYOR'S OFFICE  
TEL 801 852 6100  
351 W CENTER ST  
PO BOX 1849  
PROVO, UT 84603

20 December 2012

RE: How to Apply for Utah Tax Credits for Recycling and using Recycled Materials

To Whom It May Concern:

Thank you for your interest in Provo's Recycling Market Development Zone Program, which is now approved by the state and available to help your business. This program enables participating businesses to apply for Utah tax credits if they use recycled materials to manufacture new products. They can also apply if they collect or process recycled materials or if they engage in composting. Here's how to apply for the tax credits:

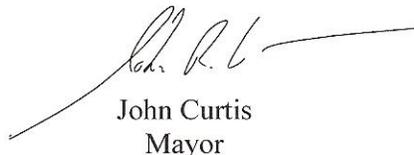
1. Keep all records of your expenses.
2. Fill out the enclosed form TC-40R at least a month or more before your state taxes are due. List all expenses for machinery and equipment in Part B. List your recycling-related operating expenses--which can include wages, rent, utilities and operating supplies--in Part C. Inventory costs are not considered an operating expense.
3. If you have listed items in Part B of form TC-40R, call or email Les Prall to schedule a visit. He will come to you and certify that your machinery or equipment qualifies for state tax credits.
4. Keep form TC-40R for audit purposes whether or not you fill out part B. Do not send it to the tax commission with your other state tax forms.

If you want more information on qualifying expenses, contact Les Prall in the Governor's Office of Economic Development at (801) 538-8804, or [lprall@utah.gov](mailto:lprall@utah.gov) or via the website: [http://business.utah.gov/relocate/incentives/incentives-recycling\\_zones/](http://business.utah.gov/relocate/incentives/incentives-recycling_zones/)

In addition to the above state tax credits, participating firms receive a 5% discount on their Provo business licenses. To get the discount, simply provide a copy of your signed TC-40R to Provo City Business Licensing when you next renew your license.

We are pleased to have you doing business in Provo and hope this new program will help make your business more profitable.

Sincerely yours,



John Curtis  
Mayor

Enclosure: Utah State Tax Commission form TC-40R

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