**INSTRUCTIONS FOR REQUESTING
INVESTMENT TAX CREDITS**

## GENERAL TAX CREDIT REQUEST INSTRUCTIONS

- A businesses certification date as a Qualified New Business Venture (QNBV) must be prior to the date of the investment in order to be eligible for Angel or Early Stage Seed tax credits. The certification date is set as the date the application is accepted by WEDC and submitted to underwriting for review.

- A business must be registered with the Wisconsin Department of Financial Institutions to do business in Wisconsin in order for WEDC to issue Angel or Early Stage Seed tax credits. https://www.wdfi.org/corporations/

- The investment is considered complete upon deposit of the investment into the QNBV bank account.
    1. If the funds were escrowed, the investment is considered complete the date the funds came out of escrow and were available for use by the QNBV.
    2. In the case of convertible debt, investment must be converted to equity.

- Investment credits are issued first come, first served and based on the date WEDC receives the completed documentation of the investment from the QNBV, not based on the date the investment is made by the Investor.

- The preferred method of submitting investment tax credit requests is electronic format via pdf with each investors documents in a separate pdf/or a pdf organized by the complete package of documents for each investor.

- We will not accept incomplete requests. If incomplete you will be notified what is missing and will have to submit a new request once all documents are complete for each investor who you wish to request tax credits.

- The due date for requests for verification of Investor Tax Credits will be March 31st of the year following the year in which the investment was made. WEDC, at it's discretion, may approve late submissions for up to a year after the due date.

    **Submit this information to:**    Strategic Investment & Evaluation - QNBV Credits
    qnbvcredits@wedc.org

        The forms listed below can be found on the
        WEDC website at https://wedc.org/programs-
        and-resources/qualified-new-business-venture/

**Please note if you are submitting electronically please secure the e-mail by password protecting the pdf document or using a secure internet host such as box.com or dropbox.com and providing the link and/or password in a separate e-mail.**

**If you are ready to submit a request but are missing required documentation or information exclude them from the Cumulative Investment Allocation Worksheet. Please do not submit paperwork for investors with missing information hold onto the requests and submit the complete paperwork in a later request. This assures that those who have completed the paperwork will be able to get their tax credits in a timely manner.**

**LIMITS**

QNBV's are limited on the amount of credits available and can receive up to $8 million in tax credit-eligible cash equity investment.  If there are questions about a company's credit balance available please contact WEDC

**ANGEL, ANGEL ENTITY SPECIFIC INSTRUCTIONS**

- WEDC defines **Individuals** as individual persons, therefore, spouses will need to complete separate tax credit request forms if they desire tax credits to be issued to both persons.
- WEDC defines **Entities** to include fiduciaries, revocable trusts, single pass-through entities formed for the purpose of investing.
- Operating businesses, pensions, 401(k)'s, IRA's, other retirement accounts, profit sharing accounts, C-Corporations, S-Corporations, and non-profit organizations are not eligible investors.

**Submit The Following With Each Investment:**

**Accredited (Sophisticated) Investor Form** – completed by each investor (A spouse needs a separate form to receive credits.)  This form is needed every time a request is submitted for each investor including the beneficiaries of a fiduciary or owners/partners in angel entities.  Forms signed by an investor more than 12 months prior to receiving the request will not be accepted.

**Angel Tax Credit Request Form –** completed by the QNBV (Use a separate form for a spouse.)  Complete an Angel Request Form for an individual or an entity.  Individuals do not have to complete the second page of the request form.  Please make sure that the SSN or EIN is clearly documented for each investor and each beneficiary/owner of an entity

Copy of the signed **Investor/Subscription Agreement** documenting the investment
  In the case of convertible debt, please submit a copy of the promissory note and notice of conversion (or similar documentation).

Copy of the Investor's **check or wire transfer**

Copy of the QNBV's **deposit slip or bank statement** showing the deposit(s) made

**Cumulative Investment Allocation Worksheet –** completed by the QNBV.  The worksheet should include all investors in which a company is requesting tax credits in this round of tax credit requests.  This includes each member of a network or entity receiving credits.  For entities, fill in the **Investor** (name of the network or entity), **FEIN** and **Date Funds Deposited** on one row and the **Investor** (individual member), **SS#**, **Current Investment Amount** on the following rows.

## QUALIFIED VENTURE FUND SPECIFIC INSTRUCTIONS

- The fund must be certified as a Qualified Venture Fund (QVF) by WEDC prior to the investment in order to be eligible for investment tax credits.

**Submit The Following With Each Investment:**

**Qualified Venture Fund Investor Tax Credit Request Form**- completed by the QNBV. Complete a Qualified Venture Fund Request Form for a Qualified Venture Fund

Copy of the signed **Investor/Subscription Agreement** documenting the investment
    In the case of convertible debt, please submit a copy of the promissory note and notice of conversion (or similar documentation).

Copy of the Qualified Venture Fund's Investor's **check or wire transfer**

Copy of the QNBV's **deposit slip or bank statement** showing the deposit(s) made

**Cumulative Investment Allocation Worksheet –** completed by the QNBV.  The worksheet should include all investors in which a company is requesting tax credits in this round of tax credit requests.  Fill in the **Investor**, **FEIN** and **Date Funds Deposited** on one row.