



# DiTomaso Consulting

*Business Incentive Consultants*

## APPROACH TO HIRING CREDITS

### Consultant Responsibilities

### Client Responsibilities

**Information:** Gather and organize client information.

**Information:** Provide employee and income tax information.

**Preparation:** Review and coordinate information provided by client prior to interview sessions.

None

**Interviews:** Conduct individual interviews with potentially qualifying employees.

**Interviews:** Assists Consultant in coordinating interviews.

**Voucher Preparation:** Complete supporting documents and prepare voucher applications.

None

**Submission of Vouchers:** Submit vouchers to Enterprise Zone officials.

None

**Credit Calculation:** Calculate the credits available to the client.

**Information:** Provide payroll information for qualifying employees.

**Report Preparation:** Prepare report for the client and their accountants.

None