

Nebraska Advantage Microenterprise Tax Credit Act Claim Worksheet

Applicant Name	Applicant's Social Security Number	Nebraska ID Number	Tax Year End
Microbusiness Name	Microbusiness Location Address	Federal ID Number	Date of Application

Current Year Credit Computation Table

1 Enter the amount of total microenterprise tax credits reserved in Part 2	1	
2 Enter the microenterprise tax credit taken the prior year, if any	2	
3 Remaining reserved microenterprise tax credit (line 1 minus line 2)	3	

4 Calculation Year Credit Computation (Note: The gray boxes of this table cannot be filled in.)

	Column A	Column B	Column C	Column D
	Base Year	Current Year	Increase	Credit
	Tax Year Prior to Application	Application Tax Year or Subsequent Tax Year	(Column B - A)	20% of Column C
Tax Year Ending Date				
a Depreciable Asset Purchases				
b Repairs and Maintenance				
c Advertising				
d Legal Professional Fees				
e Net Lease Increase				
f Total Investment (a + b + c + d + e)				
g Compensation				
h Employer Health Insurance Contribution				
i Total Compensation (g + h)				
j Total Calculated Credit (Column D, line f + line i)				j
k Enter the lesser of line 3 or line 4j, here and on Form 3800N line 14				k

Attach a copy of the following documents.

Base Year and Current Year:

- The federal income tax return for yourself and the microbusiness;
- Tax depreciation schedule;
- Signed lease agreements for any lease of buildings or depreciable personal property;
- Year-end payroll register with year-to-date information, including total hours paid to hourly and salaried staff;
- Nebraska Reconciliation of Income Tax Withheld, Form W-3N, including copies of the attached federal Wage and Tax Statements, Forms W-2; and
- Health insurance billings showing the employer contribution.

Current Year:

- A detailed listing of the investment expenditures claimed in Column B. Submit the information on a CD or email an Excel file to rev.incentives@nebraska.gov referencing "Microenterprise" and the applicant's last name in the subject line. The spreadsheet should include the following information;

Vendor Name	Invoice Date	Invoice Number	Item Description	Amount Claimed	Column B, Line Number
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- Legible copies of all invoices supporting purchases of depreciable assets, repairs and maintenance, advertising, and legal and professional fees; arranged in the same order as they appear in the spreadsheet;
- The [Lease Calculation Worksheet](#) that supports the amount claimed in Column B, line 4e; and
- The E-Verify employment confirmation for each employee hired after the application date. See the Microenterprise Application Guide.

The Department reserves the right to request additional documents and information as part of its review of this credit calculation.

Person authorized to contact regarding this claim:

Print Authorized Person's Name	Email Address	Phone Number
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Instructions

When and Where to File. Attach a copy of this completed Worksheet M to the Employment and Investment Credit Calculation, Form 3800N, to support the credit earned. The Form 3800N must be filed with the applicant's individual income tax return for the year of application and the following tax year. To avoid delays, please provide all of the required documentation.