



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



GEORGE C. GERVAIS
COMMISSIONER

CY2016 But For Letter Contents

Pine Tree Development Zones (PTDZ) and Employment Tax Increment Financing (ETIF)

MAINE IS OPEN FOR BUSINESS—thank you for your interest in our tax incentive programs. The Department of Economic and Community Development (DECD) encourages submission of *But For* letter drafts to DECD field staff prior to mailing. To connect with your assigned Governor's Account Executive staff please visit <http://www.maine.gov/decd/start-grow/govs-account-execs/index.shtml>.

1. Your company *But For* letter will ideally include *projected/estimated*:
 - a. Location and county of expansion or start up;
 - b. Amounts of real and personal property investments;
 - c. Number of net new positions to be created with associated wages and benefits;
 - d. Eligible sector(s), e.g.:
 - Advanced Technologies for Forestry and Agriculture
 - Aquaculture and Marine Technology
 - Biotechnology
 - Composite Materials Technology
 - Environmental Technology
 - Financial Services
 - Information Technology
 - Manufacturing and Precision Manufacturing
2. *But For* language in paragraph five of provided sample is required.
3. Only an appropriately authorized individual may sign letter on behalf of your business. He/she may be owner of sole proprietorship; general partner authorized to act for all partners in partnership; or CEO or primary owner/officer of corporation.
4. Address letter to Commissioner George C. Gervais and mail to DECD Tax Incentives Programs; 59 State House Station; Augusta, ME 04333-0059.
5. It is vital that you confirm DECD is in receipt of final/signed *But For* letter **BEFORE** publicly announcing your relocation, expansion or start up.