**Section 529.50 Application Format**

a) The Department will provide interested applicants with information upon request. Submittal of an application does not commit the Department to award assistance or to pay any costs incurred by the applicant in the preparation of an application.

b) All applications shall be submitted electronically to the Department. The application shall at a minimum include:

1) The name, address, email, and telephone number of applicant; key contact and title; total number of new employees to be hired; company Federal Employer Identification Number (FEIN).

2) The employment start date for the hired new employee and the title for the jobs created.

3) Any other provisions or information the Department determines necessary to facilitate the Department's evaluation.

c) The applicant is responsible for the accuracy of all data, information and documentation submitted to the Department.

d) Any materials or data made available or received by any agent or employee of the Department shall be deemed confidential and shall not be deemed public records to the extent that the materials or data consist of trade secrets or commercial or financial information regarding the operation of the business conducted by the applicant for, or recipient of, any tax credit under the Act.