



## MMJ PROGRAM - APPLICATION TO RETAIN WITHHOLDINGS NOTICE OF INTENT – PART 2

Name of Auto Manufacturing Company		Name of Qualifying Supplier (if applicable)		Contact Person	
Project Facility Address		Date to begin retaining withholdings		Title	Phone
City	County	MO	Zip Code	Email Address	
<b>Both Manufacturing companies &amp; Suppliers must complete the section below</b>					
Total number of full time employees at this facility		Number of new jobs created		Average wage of new jobs	\$
<b>ATTACH</b>	<b>Provide a list of ALL employees for which the withholdings will be retained: Name – Last 4 SSN or Employee ID – Date Hired – Position Title – Specify (hourly / exempt) – Health Benefit eligibility (y / n) – Salary / Hourly Wage (include OT, if applicable)</b>				
<b>Manufacturing Companies must provide the additional information below</b>					
Number of jobs retained under this program		Type of product manufactured at this facility?		<b>NEW</b>	<b>EXPANDED</b>
<b>ATTACH</b>	<b>MFG ONLY: Provide a detailed list of the new investment to include: Date purchased – Date put in Service - Description - Cost</b>				
What is the cumulative capital investment made to date?	\$	Computation of investment per job, to date:			

Checklist:

- Complete and submit to DED – BCS Finance the MMJ Application to Retain Withholdings with requested back-up documentation. Be sure to include a valid email address – this will be the individual that will be contacted when approved by DED to begin retaining withholdings.
- Complete and submit to the Department of Revenue (DOR) the MO-943 form. This form is already completed to be sent to DED – BCS Finance, Attn: Grey Jackson. The company needs to complete the upper half, sign & submit, via email or fax, to DOR.

Process:

1. Company needs to submit the MJP Application to Retain with back-up documentation & original signature to: DED – BCS Finance Management, 301 W. High Street #770, PO Box 118, Jefferson City, MO 65102, ATTN: Grey Jackson
2. Company needs to submit MO-943 to the Department of Revenue (contact info on application).
3. BCS Finance will process the application and notify DOR of approval to retain.
4. BCS Finance will send an email to company notifying them of the Approval to retain
5. DOR will send the company further instructions on completing the MO – MJP form to report withholdings retained.

Submit the Application to Retain & all back-up documentation to:

**DED – BCS Finance Management  
301 W. High Street, #770  
PO Box 118  
Jefferson City, MO 65102**

For any questions, please contact 573.751.4539

