

But For Letter Contents

Pine Tree Development Zones (PTDZ)

Thank you for your interest in our tax incentive programs.

Before applying for PTDZ certification, your company's must submit a "But For" letter stating that you would not be establishing or expanding operations in Maine without the availability of Pine Tree Development Zone benefits. The statute, 30-A MRSA §5250-I (17), also requires But For Letters to be signed and **notarized**. The statutory requirements of the But For Letter can be found in the sample but for letter provided at:

<https://www.maine.gov/decd/business-development/tax-incentives-credit/pine-tree/apply>.

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.

The but for letter must also include the following information:

- Location and county of expansion or start up;
- Amounts of real and personal property investments;
- Number of net new positions to be created with associated wages and benefits;
- Identify the eligible sector(s):
 - Advanced Technologies for Forestry and Agriculture
 - Aquaculture and Marine Technology
 - Biotechnology
 - Composite Materials Technology
 - Environmental Technology
 - Financial Services
 - Information Technology
 - Manufacturing
 - Precision Manufacturing

An appropriately authorized individual may sign letter on behalf of your business. They may be owner of sole proprietorship; general partner authorized to act for all partners in partnership; or CEO or primary owner/officer of corporation. The person who signs the letter should also be the person who completes the required notarized section of the But For Letter.

Address letter to DECD, Tax Incentive Programs Division; 59 State House Station; Augusta, ME 04333-0059. The letter should be e-mailed to decntaxincentives@maine.gov or directly to your DECD contact.