

CY2020 Employment Tax Increment Financing (ETIF) Program But For Letter Contents

Thank you for the interest in Maine's tax incentive programs.

A company's **But For** letter must include the required But For language, which can be found in the sample But For letter provided at <https://www.maine.gov/decd/business-development/tax-incentives-credit/employment-tax-incentive-financing>.

It is vital a company confirms DECD is in receipt of the final/signed But For letter **BEFORE** publicly announcing its relocation, expansion or start-up.

The But For letter must also include the following information:

- Location and county of expansion or start-up;
- Number of net new positions to be created along with associated wages and benefits.

An appropriate, authorized individual should sign the letter on the business' behalf. He/she may be the owner of a sole proprietorship; a general partner authorized to act for all partners in partnership; or, the CEO or primary owner/officer of a corporation.

Address the letter to DECD, Tax Incentive Programs Division, 59 State House Station, Augusta, ME 04333-0059. The signed letter can be mailed to this address or a PDF can be e-mailed to decntaxincentives@maine.gov.