



**GENERAL INSTRUCTIONS FOR COMPLETION OF  
FORM 1100CR 0101**

The application for claiming the Delaware Economic Development Credits (Form 402AP) must be completed by the taxpayer and approved by the Delaware Division of Revenue prior to filing Form 1100 CR. After receiving tax credit approval from the Delaware Division of Revenue, Delaware Form 1100CR must be completed and the approved amount of credit transferred to the appropriate line on Delaware Form 700. Delaware Forms 700 and 1100CR must be attached to each annual income tax return approved for the credit. If you need assistance completing this form, please contact Steve Seidel, Delaware Division of Revenue, 820 N. French Street, Wilmington, DE 19801, 302-577-8455, [stephen.seidel@state.de.us](mailto:stephen.seidel@state.de.us).

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**SPECIFIC INSTRUCTIONS**

**PART A - NAME AND ADDRESS OF APPLICANT**

- Line 1.** Enter the Federal Employer Identification or Social Security Number and the tax year ending date of the qualifying facility that has been previously approved for the Delaware Economic Development Tax Credit.
- Line 2.** Enter the name of the qualifying business.
- Line 3.** Enter the address of the qualifying facility.
- Line 4.** Enter the location of the qualifying facility if different from Line 3.
- Line 5.** Provide the date the qualifying facility was placed in service. If the facility is located in a Targeted Area, please provide the Census Tract identification number.
- Line 6.** Enter the name of the person responsible for completing Form 1100CR. Also include the telephone number, fax number and e-mail address of the person.

**PART B - BUSINESS ACTIVITIES**

Please check the appropriate box or boxes which describe the activities of the facility.

**PART C - COMPUTATION OF THE ECONOMIC DEVELOPMENT TAX CREDIT**

- Line 1.** Enter the number of new facility employees.
- Line 2.** Multiply Line 1 by \$250 (\$500 for Targeted Area, \$500 Brownfield or \$750 Brownfield in a Targeted area) if the qualified property was placed in service prior to January 1, 1997 and enter here. Multiply Line 1 by \$400 (\$650 for Targeted Area, \$650 Brownfield or \$900 Brownfield in a Targeted) area if the qualified property was placed in service after December 31, 1996 and enter here.
- Line 3.** Enter the amount of the investment in the qualified facility.
- Line 4.** Divide Line 3 by \$100,000 and round to the nearest whole number.
- Line 5.** Multiply Line 4 by \$250 (\$500 for Targeted Area, \$500 Brownfield or \$750 Brownfield in a Targeted area) if the qualified property was placed in service prior to January 1, 1997 and enter here. Multiply Line 4 by \$400 (\$650 for Targeted Area, \$650 Brownfield or \$900 Brownfield in a Targeted) area if the qualified property was placed in service after December 31, 1996 and enter here.
- Line 6. This is your Delaware Economic Development Tax Credit.** Add Line 2 and Line 5.
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**STOP: IF THE BUSINESS ENTITY FOR WHICH THE CREDIT HAS BEEN APPROVED IS:**

- **C CORPORATION** – Enter the amount from Line 6 on Form 700, Delaware Income Tax Credit Schedule, Line 2(a).
- **S CORPORATION** – Multiply the amount on Line 6 by the percentage of stock owned by each shareholder. Enter the result on Form 700, Delaware Income Tax Credit Schedule, Line 2(b).
- **PARTNERSHIP** – Multiply the amount on Line 6 by the percentage ownership of each partner. Enter the result on Form 700, Delaware Income Tax Credit Schedule, Line 2(c).
- **INDIVIDUAL & SOLE PROPRIETOR** – Enter the amount from Line 6 on Form 700, Delaware Income Tax Credit Schedule, Line 2(d).