

P.A. 198 INDUSTRIAL FACILITIES TAX (IFT) EXEMPTION / TRANSFERS

1. **Transfer of the certificate (real and/or personal property) from one company to another company within the local unit that originally granted certificate.**

The following information is requested for a transfer:

- a. Signed application for transfer;
 - b. Workers' Compensation Insurance policy/billing displaying workers' codes. (If company does not have any previous industrial certificates;
 - c. A current executed copy of the lease (*if leased*) verifying property tax liability for the real and/or personal property;
 - d. Notice to the taxing authorities regarding transfer of the certificate;
 - e. Certified resolution approving/denying the request for transfer;
 - f. A resolution revoking the component(s) that were not granted transfer, if no longer in use or upon denial of the certificate transfer; and
 - g. Agreement.
2. **If a company is moving to another location in the same local unit, the following information is requested:**
 - a. Signed application for transfer;
 - b. Notice to establish the district;
 - c. Resolution establishing the district (including legal description);
 - d. Notice to taxing authorities regarding transfer of the certificate;
 - e. Certified resolution approving/denying the request for transfer;
 - f. A resolution revoking the component(s) that were not granted transfer, if no longer in use or upon denial of the certificate transfer; and
 - g. Agreement.

3. **Upon transfer of personal property from one local unit to another, the following information is requested:**

- a. Signed application for transfer;
- b. Workers' Compensation Insurance policy/billing displaying workers' codes. (If company does not have any previous industrial certificates);
- c. A current executed copy of the lease (*if leased*) verifying property tax liability for the personal property;
- d. Notice to establish the district;
- e. Resolution establishing the district (including legal description);
- f. Notice to taxing authorities regarding transfer of the certificate;
- g. Certified resolution approving/denying the request for transfer;
- h. A letter of request from the company or a local unit resolution revoking the real and/or personal property component(s) that were not transferred, if no longer in use or upon denial of the certificate transfer; and
- i. Agreement.

4. **Mergers and Name Changes:**

If a merger or name change takes place where the function of the facility will remain the same (production of product, employees, etc.), we will require only the papers filed to initiate the change (*i.e.*, copy of the Certificate of Amendment to the Articles of Incorporation, copy of the Certificate of Merger).