**Section 529.90 Applicant Responsibilities**

Each applicant who the Department determines qualifies for a credit agrees to the requisites of the Act. Requirements that the applicant must comply with include, but are not limited to, the following:

a) A requirement that the applicant retain any new employee for the 12-month period after a new employee has been hired. The applicant shall also provide the following:

1) *The names, Social Security numbers, job descriptions, salary or wage rates, and dates of hire of the new employees with respect to whom the credit is being requested.*

2) *Certification that each new employee listed has been retained on the job for one year from the date of hire.*

3) *The number of new employees hired by the applicant during the incentive period.*

4) *The net increase in the number of full-time Illinois employees of the applicant (including the new employees listed in the request) between the beginning of the incentive period and the dates on which the new employees listed in the request were hired.*

5) An acknowledgement *that the Director is authorized to verify with the appropriate State agencies the information contained in the request before issuing a certificate to the applicant.* [35 ILCS 25/35]

b) A requirement that the Department is authorized to verify with the appropriate State agencies information required to be reported by the applicant.

c) A requirement that the applicant shall provide notification to the Department not more than 30 days after the job creation is no longer being or will be achieved or maintained as set forth in the terms and conditions of the Act.

d) Any other provisions that the Department determines are necessary to comply with the Act and other applicable State laws and administrative rules.