



Department Use Only (MM/DD/YY)

Reporting Period (MM/YY)

Missouri Tax I.D. Number

Federal Employer I.D. Number

**Business**

Name  ZONE Board

Owner Name  TIME Zone

City  State  ZIP Code  Business Phone Number

The Targeted Industrial Manufacturing Enhancement Zones Act requires the Department of Revenue to place 25 percent of the withholdings on new jobs created within a TIME Zone into the TIME Zone Fund in accordance with [Section 620.2250, RSMo.](#)

Form MO-TIME must be submitted using the same frequency that you file Employer's Return of Income Taxes Withheld ([Form MO-941](#)). Your completed Form MO-941 or proof of filing for electronic filers must accompany this form.

All figures on the Form MO-TIME must be rounded to the nearest dollar. Figures calculated below a dollar will be disregarded during processing.

1. Enter the total amount of state withholding tax for the period as reported on the Form MO-941.
2. Enter total number of New Jobs created in a TIME Zone as defined by [Section 620.2250, RSMo.](#)
3. Enter the total amount of state withholding tax submitted for the qualifying persons employed in the TIME Zone this period. (Please attach a wage listing -see "sample form" attached.)
4. Twenty-five percent of state withholding tax of new jobs created within a TIME Zone will be placed into the TIME Zone Fund. Multiply amount entered on Line 3 by 25% to arrive at the amount of withholdings that will be placed into the TIME Zone Fund.

**Important:**

- Submit Form MO-TIME at the same filing frequency and at the same time that you are required to submit Form MO-941. For example, if you are a monthly filer of Form MO-941, you must also complete Form MO-TIME on a monthly basis.

**Calculate Amount of Withholding**

Calculate Amount of Withholdings to be placed in TIME Zone Fund

1. Enter total withholdings as reported on Form MO-941 for period.  .00

2. Enter total number of New Jobs created in TIME Zone as defined by [Section 620.2250, RSMo](#)

3. Enter total withholdings for qualifying New Jobs  .00

4. Enter amount to be placed into the TIME Zone Fund (Multiply Line 3 by 25%).  .00

**Signature**

Under penalties of perjury, I declare that the above information and any attached supplement is true, complete, and correct.

Signature  Printed Name  Date (MM/DD/YYYY)

E-mail Address  Phone Number

Form MO-TIME Required Wage Listing

This is a "sample form" to include the type of information that should be submitted with each Form MO-TIME.

Please provide a wage listing for all new jobs created in the TIME Zone. The information needed is the occupational title, number of jobs and the wage or salary paid per occupational title.

Job Title	Number of New Jobs	Wage or Salary	Job Title	Number of New Jobs	Wage or Salary

**Mail to:** Taxation Division  
P.O. Box 3375  
Jefferson City, MO 65105-3375

**E-mail:** [withholdingproject@dor.mo.gov](mailto:withholdingproject@dor.mo.gov)  
Visit [dor.mo.gov/tax-credits/](http://dor.mo.gov/tax-credits/) for additional information.

Form MO-TIME (Revised 08-2022)

**Phone:** (573) 751-5875  
**Fax:** (573) 522-6816  
**TTY:** (800) 735-2966



**Ever served on active duty in the United States Armed Forces?**  
If yes, visit [dor.mo.gov/military/](http://dor.mo.gov/military/) to see the services and benefits we offer to all eligible military individuals. A list of all state agency resources and benefits can be found at [veteranbenefits.mo.gov/state-benefits/](http://veteranbenefits.mo.gov/state-benefits/).