



## Job Report 2024

Send completed form to:  
City of Jacksonville  
Office of Economic Development  
Attn: Finance and Compliance  
117 West Duval Street, Suite 250  
Jacksonville, FL 32202  
Email: [OEDFinance@coj.net](mailto:OEDFinance@coj.net)

Please complete the form below as it relates to the project for which you received City or State assistance.  
Should you have any questions, please call (904) 255-5447 or email your questions to [OEDFinance@coj.net](mailto:OEDFinance@coj.net).

Company name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature\*: \_\_\_\_\_ Reporting Date: \_\_\_\_\_

**This form should be completed to document all jobs located at the project location as required in the Agreement. The first page of this form must be completed. The second page can either be completed with all required information or a report can be run from the company's HR system. Employees listed on this form must be on the Company's payroll as of December 31, 2024. The OED reserves the right to audit the Company's records to verify the information included on this form.**

**\*By signing this form, I hereby certify that the information in this Job Report and any accompanying documents is true and correct to the best of my knowledge, information and belief. (Please include a signature from a Vice President or higher ranking officer or in the case of an LLC, a manager or managing member.)**

