**EMPLOYER QUESTIONNAIRE / DOCUMENT CHECKLIST**

**WE WILL NOT BE ABLE TO START WORKING ON YOUR CASE UNTIL YOU PROVIDE COMPLETE AND ACCURATE INFORMATION AND CLEAR LEGIBLE COPIES OF THE REQUESTED DOCUMENTS**

Please provide the following information:

Full legal name of company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

Phone number: Fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:

Website:

Date company established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IRS tax ID No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE ID (state payroll): \_

NAICS No. (Principal business activity code, can be found on IRS Form 1120, Schedule K, line 2a): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attention: The following two questions are necessary in view of the H-1B provisions of the American Recovery and Reinvestment Act of 2009 (ARRA, or the "Stimulus Bill") and its impact on H-1B employers

Does the company receive funding through the Federal Reserve’s Discount Window program? Yes No \_\_\_\_\_\_

Does the company receive funding under title I of the Emergency Economic Stabilization Act of 2008 (Public Law 110-343, also known as the "TARP Bill")? Yes No \_\_\_\_\_\_

Federal ID Confirmation – please scan/email **immediately** ANY document issued to your company by the U.S. Department of Treasury / IRS, which bears your company’s FEIN. This is urgent and necessary in order to verify your business entity with the Department of Labor. Self generated forms will not be sufficient but any document issued by IRS will do.

Number of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of L employees, including L-1A, L-1B, and L-2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of H-1B employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with Master’s or Ph.D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

with $60,000K salary or higher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Company income: Gross: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Net: (if unknown, so state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* If company has no earnings, state source and amount of funds, e.g., amount of venture capital financing.

Person at your company who will sign the nonimmigrant visa petition and related forms and letters:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address where alien will work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s job title and a brief description of the duties:

Name and title of candidate’s supervisor:

**Candidate’s salary per year or per hour**:

Please provide the following:

[X] Company literature, e.g., business plan, corporate resume, relevant product or marketing brochures, firm profile and history, annual reports, etc.

[X] Copies of your company letterhead, first and second sheets. (This is not necessary if you prefer to have us send you a final draft of the employer letter via e-mail, which you will then finalize, sign and return to us for filing.)

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