

INFORMATION SHEET

Petitioning Employer: Please provide complete responses to ALL in order for us to work on your case.

Full Legal Name of Company/Organization:		Federal ID Number:
Address: (Number & Street)	(City)	(State) (Zip Code)
Name of Co. Representative/Job Title:	Telephone Number:	Fax Number
Gross Annual Income:	Net Annual Income:	
Year Established:	Number of Current Employees (on DE-6):	
Number of H1B sponsored (if applicable, please provide the position(s) of each):	Company Website:	
Nature of Business:		

Please include additional documents listed on attached sheet and Sign & Date this form certifying that all information provided herewith are correct and current. If there are any changes to this form, please notify us as soon as possible to prevent any delays.

Signed:

Name:

Position:

Date:



EVIDENCE PERTAINING TO THE PETITIONER

Please provide as many documents as possible:

- Company Profile
- Company brochures
- Pamphlets
- Internet website: _____
- Other printed work published, which outlines the products or services provided by your company
- Business License(s)
- Copy of contracts with clients to establish that the petitioner is providing “on-going” business
- Most recent Federal Income Taxes and/or Financial Statements*
- Most recent State Income Taxes*
- Form DE-6, Quarterly Wage Report* for the last 4 quarters
- Line and block Organizational Chart listing all employees by names and job title
- Blank letterhead (6 pages)
- Articles of Incorporation

I attest that the attached documents are exact true copies of the original.

Employer’s signature: _____

Please print name: _____

Date _____

**If you wish to keep your financial documents confidential, please forward these documents to the address above. It is imperative that you provide these documents during the initial application process. Failure to do so will create complications in your beneficiary’s H1-B application.*

