



EB-1C Checklist Additional

1. Appointed Letter, evidencing that the company's decision to appoint the beneficiary's permanent employment in the position
2. Employment Verification Letter, providing the details of the beneficiary's job duties and the offered salary
3. Weekly/Monthly/Quarterly/Semi-Annual/Annual Business, Sales and/or Marketing Report
4. Monthly/Quarterly/Semi-Annual/Annual Financial Statement
5. ST-100, if applicable (Quarterly filed forms – Department of Taxation and Finance, New York State)
6. Form 941, Employer's Quarterly Federal Tax Return
7. Organizational Chart (updated)
8. Employee's resumes, titles and detail job duties
9. Latest pay-stub records (beneficiary and the employees under his/her supervision)
10. Beneficiary's W-2(s)
11. Employees' W-2s and/or 1099s (under the beneficiary's supervision)
12. Business Contracts
13. Products information and Brochures
14. Conversation emails/meetings notes





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15. Others

