

Be Prepared....

The following list includes, but is not limited to, information related to the documentation you should have available upon applying for any financial assistance. Please take this time to gather the information, so you are ready to apply as resources become available:

Basic information you should have readily available for any State of NJ assistance:

- Company formation documents
- Current tax clearance certificate*
 - NJ Economic Development Authority's named as state entity
- Filed WR30 and existing payroll at time of application
- Description of the intended use of funds and documentation to support those uses-
 - such as, copy of current lease, payroll reports, utility expenses etc.

Additionally, if you plan to apply for a loan, you'll want to have the items listed above, as well as the following:

- Financial Information
 - Three most current years financial statements or completed/filed signed copies of the most recent three years of tax returns
 - YTD/interim statement that are no more than 90 days old
- Last three years of signed tax returns and personal financial statements for those with a 10% or more ownership interest in the company
- Schedule of existing debt, if not already included in financial statements
 - Mortgage, equipment financing, other term loans, etc.
- Schedule of Accounts Receivable and Accounts Payable, if applicable
- Copies of other financing commitments, if applicable

*** Tax Clearance Certificate**

- Certificates must be requested through the State of New Jersey's Premier Business Services (PBS) portal online
- Use the website https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp
- Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance.
- Please make sure the Tax Clearance Certificate in NJ Economic Development Authority's name when you print it.
- If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS.