

# Law Offices of Prashanthi Reddy, PLLC

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Fax: (212) 354-4581  
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## H-1B CHECKLIST FOR EMPLOYER

### Information about the prospective employer

1. Legal and trade name (if app): \_\_\_\_\_
2. Employer address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/province, and postal code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_  
Email address: \_\_\_\_\_
3. Type of business: \_\_\_\_\_
4. Federal tax ID: \_\_\_\_\_
5. Date established: \_\_\_\_\_
6. NAICS Code: \_\_\_\_\_
6. \* Number of employees: \_\_\_\_\_
7. Number of employees on H-1B: \_\_\_\_\_
8. Gross annual revenue: \_\_\_\_\_
9. Name of person signing: \_\_\_\_\_
10. Title of person signing: \_\_\_\_\_
11. Premium Processing: YES OR NO \_\_\_\_\_
11. Worksite address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/province, and postal code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_
12. Title for proposed position: \_\_\_\_\_
13. Proposed salary: \_\_\_\_\_
14. Short description of the proposed description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## **Any Special Instructions:**

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\* Please note that On Aug.. 13, 2010, President Obama signed into law Public Law 111-230, which contains provisions to increase certain H-1B and L-1 petition fees. Effective immediately, Public Law 111-230 requires the submission of an additional fee of \$2,000 for certain H-1B petitions and \$2,250 for certain L-1A and L-1B petitions postmarked on or after Aug.. 14, 2010, and will remain in effect through Sept.. 30, 2014.

These additional fees apply to petitioners who employ 50 or more employees in the United States with more than 50 percent of its employees in the United States in H-1B or L (including L-1A, L-1B and L-2) nonimmigrant status. Petitioners meeting these criteria must submit the fee with an H-1B or L-1 petition filed.

If you employ 50 or more employees in the United States with less than 50 percent of its employees in the United States in H-1B or L (including L-1A, L-1B and L-2) nonimmigrant status. Petitioners meeting these criteria must submit a statement of exempt for additional fees of \$2,000 an H-1B or \$2,250 for an L-1 petition filed.

**Documents required from employer :** Brochure; Tax Return; payroll information, bank statements, company lease.

If the work is being performed at a client site please provide us with the following: Succession of Contracts between all the parties involved, Agreements between you and the Vendors, Vendors and End client etc. A Letter from End client (Should mention the duties, parties involved, work location and that you will be controlling and supervising the beneficiary); Offer letter and Employment Contract between you and the beneficiary; Work Order; Itinerary of duties.

In addition for new clients we would also require the following documents: Copy of Documentation from IRS noting assignment of FEIN, Articles of Incorporation or Letter from Department of Treasury assigning FEIN. (This is required for filing an LCA with the labor department, they need to verify the FEIN number before the LCA can be approved ).

Appropriate checks for Legal and Filing fees.