



### H-1B Checklist

Following is a list of commonly requested documentation and information for H-1B petitions. You may not have every document itemized in this checklist, as it is intended as a guide of possible documents.

Basic Corporate Information for Forms	Status/ Comments
Current Number of Employees	
Current Number of Employees on H-1B	
Gross Income	
Net Income	
Current Corporate Address	
Current Signatory for Forms (FN, MN, LN; Job Title)	
<b>Documentation showing the Company is financially viable</b>	
Most recent Federal Income Tax Return	
<b><i>Alternative Documents if the Tax Return is not available or is insufficient</i></b>	
Bank statements (Last 3 months)	
Financial statements	
Annual Report	
Profit / Loss Statements	
<b>Documentation Showing the Company is Real and Operating</b>	
Articles of Incorporation	
FEIN Documentation	
Business License	
Organization chart	
Print out of the Company Website	
Photos of office	
Copy of lease agreement	
Copy of floor plan	



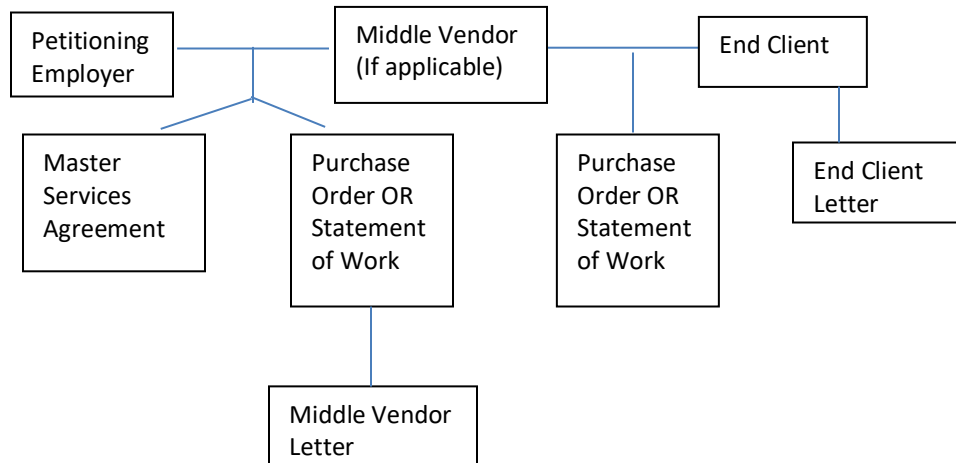
<b>Additional Evidence that Company is Real and Operating</b>	
Product Brochures	
Marketing documents	
Sample work product	
Sample invoices / contracts	
Press Articles	
<b>Documents showing the Company will employ and control the work product of the Beneficiary</b>	
Employment Offer Letter	
Sample Performance Review	
Sample Time Sheet	
Employer Handbook / Guidelines	
Employee benefits (health, vision, dental, etc.)	
<b>Beneficiary Documents</b>	
Entry I-94 (either the front and back or from the new electronic system)	
Passport (all biodata pages and all stamped pages)	
All Degrees / Diplomas	
All Transcripts/Mark Sheets	
Credential evaluation for foreign degree, if any	
Letters of Experience / work leaving letters, if any	
Current Resume (must list actual employer, not end client) <i>(optional)</i>	
All previous USCIS Approval Notices (H-1B, L-1, H-4 etc.)	
All I-20 and EADs for F-1	
Recent paystubs (if changing, transferring, or extending status)	
<b>If the Beneficiary works for the Petitioner at the Time of Filing and is in the US</b>	
Timecards (at least 3-6)	
Weekly Reviews (at least 3-6)	
Annual Reviews (all available)	
Benefits Enrollment Forms	
Vacation / PTO Requests	
Employee Handbook	
Quarterly Tax Returns for State where the Beneficiary works	



**Special Considerations for Start-Ups and IT Consulting Companies**

Start-Ups Additional /Alternative Documents	
Evidence of Funding <ul style="list-style-type: none"> <li>- Capitalization Table</li> <li>- Shareholder’s Agreement(s)</li> <li>- Investor Profile(s)</li> </ul>	
Bank Statement(s) showing funding deposit	
Business Plan	
Pitch Deck	
Press Articles	

Documentation of the End Client placement (See Schematic Below)	
Master Services Agreement	
Purchase Order or Statement of Work	
Letter(s) verifying placement	



*\* As all documents may not be readily available, MPLG recommends a consultation to discuss the risks of filing for an End-Client placement without the full contract chain being available.*