**EMPLOYER INFORMATION**

|  |  |
| --- | --- |
| legal BUSINESS Name |   |
| Trade name/Doing Business As (DBA),IF APPLICABLE |  |
| federal tax id number (FEIN) |  |
| Address |  |
| Telephone Number |  |
| Year of Establishment |  |
| Current approx. number of employees in the U.s. |  |
| approxIMATE gross annual revenue or Sales (OR BUDGET FOR NON-PROFIT ORGANIZATIONS) |  |
| Name, title & email address of person who will sign the h1B petition on behalf of company |  |
| PROFILE OR DESCRIPTION OF COMPANY SUCH AS BROCHURE OR WEBSITE ADDRESS |  |

In addition to the above information, the employer should also provide documentation from any government agency addressed to the employer which clearly shows the FEIN and the name of the employer associated with the unique identification number *only if the employer has not filed an H1B or H1B1 petition for any candidate since January, 2010.* Examples of such documentation include the following:

* Documentation from IRS addressed to employer noting assignment of FEIN
* Federal or State tax return (only acceptable with a pre-printed label or a pre-printed tax coupon)
* Documentation from employer's financial institution - only if showing employer's Name & FEIN
* Articles of incorporation, business license, or other certifications of business existence -  only if showing employer's Name & FEIN
* Secretary of State registration documents  - only if showing employer's Name & FEIN
* Official and/or government documents  - only if showing employer's Name & FEIN

If a suitable document cannot be found, the IRS may be contacted at 800-829-0115 and a “147C letter” requested—this letter will be faxed by the IRS to the employer without any charge.

**INFORMATION ABOUT PROPOSED EMPLOYMENT**

|  |  |
| --- | --- |
| JOB TITLE FOR OFFERED POSITION |  |
| Is this a part-time position? If so, please note the number of hours per week |  |
| SALARY OFFERED |  |
| ADDRESS OF WORK LOCATION. Please include county of location as well |  |
| IF THE WORK LOCATION IS AT A CLIENT OR CUSTOMER LOCATION--IN OTHER WORDS ANY LOCATION OTHER THAN THE MAIN ADDRESS OR BRANCH OFFICE OF THE H1B EMPLOYER--PLEASE PROVIDE THE LEGAL BUSINESS NAME OF THIS ENTITY  |  |
| DESCRIPTION OF JOB DUTIES OR RESPONSIBILITIES |  |