



# LAW OFFICES OF ADRIEN MEDVEI

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## COMPANY/EMPLOYER INFORMATION

(Please answer the following)

Company's name and business address;

Name and title of individual who will sign the H-1B petition;

Company's telephone number, fax number and email;

Company's Federal tax identification number;

Company's business format (corporation, llc, sole proprietorship);

Date company established;

Total number of employees;

How many H-1B employees work for the company at this time;

Gross annual income;

Net annual income;

Type of Business (Brief company history) or Annual Report if publicly traded;

A brief description of the products/services your company is developing or Annual Report if publicly traded;

Job title and description of the position for the new prospective H employee;

Special technical knowledge required for job (e.g. software program knowledge etc.)

## **LAW OFFICES OF ADRIEN MEDVEI**

Proposed annual salary or hourly wage rate;

Is this a Full or Part time position? If not full time how many hours/week;

Benefits and other compensation if any;

Dates of intended employment (from/to);

In addition I will need the following documents regarding the company for the H-1B case:

Copy of Articles of Incorporation or LLC documentation;

Latest corporate tax return (if publicly traded company then latest Annual Report);

If the corporate tax return is not available then send accountant certified profit and loss statement;

Latest Quarterly Federal Tax return (Form 941) if you have less than 50 employees. (If publicly traded company then latest Annual Report);

Products, services brochure, company marketing material if you have it. (If publicly traded company Annual Report).