

## **EB-5 CHECKLIST**

### **Personal Documents:**

- All transcripts, I-20, & diplomas (with English translation); if applicable
- Bank statements
- Passport (current & expired) & I-94
- Tax return for last three (3) years (with English translation)
- Birth Certificate for principal applicant (with English translation)
- Household registration (with English translation)
- Marriage certificate (with English translation)
- Business card
- Chronology of Status while in the U.S. with supporting documentation

### **New Commercial Enterprise:**

- Lease (current)
- Photos of new commercial enterprise
- Form I-9 for all employees
- Employee list (showing hours of work)
- Payroll documents
- All permits & licenses
- Bank statements of new commercial enterprise
- Corporate minutes and LLC Operating Agreement
- Articles of Incorporation / Articles of Organization
- Stock certificates
- Corporation Federal Income Tax Return (most recent)
- Employer's Quarterly Federal Tax Return (Form 941) for previous year
- Wage and Withholding Report (Form DE-6) for previous year
- Business plan with detailed business nature, financial projection and hiring plan (for new company)
- Operational documents
  - Telephone bills, electric bills, gas bills
  - Invoices, purchase orders, etc. showing productivity of business
- Company brochure (i.e. menu, product catalog, service brochure, website etc.)

### **If buying an Existing Business:**

- Escrow Instruction
- Buy Sell Agreement
- Form I-9 of employees of old business
- 2 years tax returns of old business
- 2 years DE-6 and payroll statements showing hours worked per week of old business

**Capital Investment Documents:**

- Cancel check(s) showing capital investment
- Personal bank statement showing withdrawal of capital investment
- Bank statement of new commercial enterprise showing deposit of capital investment
- Wire transfer notice(s) showing capital investment
- Evidence of record that the investment funds were obtained through lawful means. Evidence that you have invested, or are actively in the process of investing, capital obtained through lawful means.

**Miscellaneous Documents:**

- All USCIS receipt, approval, and transfer notices
- Research pertaining to case
- Targeted employment area (if applicable)