



## MDIVANI CORPORATE IMMIGRATION LAW FIRM

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## H-1B CHECKLIST FOR EMPLOYERS

We ask for a lot of information, and appreciate your work on getting us the answers and documents. It is best to return this checklist with your answers and documents in one e-mail. Please answer all the questions and collect electronic copies of all the documents. When everything is ready, please e-mail the checklist with requested documents to Mira Mdivani at [mmdivani@uslegalimmigration.com](mailto:mmdivani@uslegalimmigration.com)

We will be very happy to see Word files, attached scanned PDF files, links to websites, or files in any other electronic format. We look forward to reviewing your answers and documents. Thank you.

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### **EMPLOYER SECTION - to be completed by Employer**

#### **Information about the U.S. Employer:**

1. Full legal name of the employer
2. Year business was established
3. Address of the employer
4. Employer's federal tax ID number / FEIN
5. NAICS code, if known ( <http://www.census.gov/cgi-bin/sssd/naics/naicsrch>)
6. A short paragraph describing the business
7. Website address
8. Number of employees in the U.S
9. Number of H-1B employees
10. Last reported annual revenue, from filed tax return
11. Last reported annual net income, from filed tax return
12. Have you received any TARP funding?
13. Electronic copy of most recent corporate tax return

14. Electronic copy of 941 returns for two last quarters

15. Who will sign the petition on behalf of the employer

- a. Full Name
- b. Title
- c. Phone Number
- d. E-Mail
- e. Mailing Address

16. Who will work with the employer's attorney on the petition?

- a. Full Name
- b. Title
- c. Phone Number
- d. E-Mail
- e. Mailing Address

17. Who will the H-1B worker report to?

- a. Full Name
- b. Supervisor's Title
- c. Phone Number
- d. E-Mail
- e. Mailing Address

18. Please answer the following employer questions with yes or no.

- a. Are you covered by ACWIA?
- b. Is the position covered by a Collective Bargaining Agreement (CBA)?
- c. Are you requesting consideration of Davis-Beacon (DBA) or McNamara Service Contract (SCA) Act?

**Information about the Job to Be Offered:**

1. Proposed dates of employment
2. Proposed Job Information, including:
  - a. Title
  - b. Job Duties (Please describe job duties specifically, including any required tools/knowledge/skillset)
  - c. **Minimum** Educational requirements for the position
    - i. Please specify major required
  - d. **Minimum** Experience requirements, if any

3. Will employee be closely supervised?

4. Will the H-1B employee supervise anyone?

5. If yes, how many employees will the H-1B employee supervise, and what are the job titles of employees reporting to this position?

6. Proposed salary

7. Short paragraph describing benefits offered to the H-1B employee

8. Are benefits offered to H-1B employee different from those offered to non-H-1B employees?

9. Is this a full-time job? How many hours per week?

10. Daily hours of work, from \_\_\_\_ to \_\_\_\_.

11. Full address of the facility where employee will be employed

12. What county is the job located in?

13. Closest DOL job classification title/number, if known

**Additional Information:**

It is very likely that we will have to ask you for more information or documents, depending on your answers to this checklist. We appreciate your cooperation and patience throughout the process.