

Request for Qualifications

Potential Responsible Party Investigation and Evaluation

New Jersey Department of Law and Public Safety

Division of Law

Appendix B: Financial Viability Assessment Checklist

Use this checklist for "C" Corporation

- A completed "Corporate Financial Disclosure Statement"
- A listing of all business addresses.
- A confirmation of account balances from financial institutions.
- Federal and state corporate income tax returns filed for the last three (3) taxable years.
- Copy of prepared financial statements for the last three fiscal years, including all schedules; submit audited documents if available
- Commercial notes, papers or securities listed under #15 of the "Corporate Financial Disclosure Statement".
- Loans, notes or account receivables listed under #16 of the "Corporate Financial Disclosure Statement".
- A remediation cost estimate, prepared and certified by a licensed site remediation professional if one has been retained.

Use this checklist for "S" Corporation

- A completed "Corporate Financial Disclosure Statement".
- A listing of all business addresses.
- A confirmation of account balances from financial institutions.
- Federal and state corporate income tax returns filed for the last three (3) taxable years
- Prepared financial statements for the last three fiscal years, including all schedules.
- Commercial notes, paper or security listed under #15 of the "Corporate Financial Disclosure Statement."
- Loans, notes or account receivables listed under #16 of the "Corporate Financial Disclosure Statement".
- A completed "Personal Financial Disclosure Statement"
- Individual federal and state income tax returns filed for the last three (3) taxable years, including all schedules.
- Loans, notes and account receivables listed under #11 of the "Personal Financial Disclosure Statement".
- A remediation cost estimate, prepared and certified by a licensed site remediation professional if one has been retained.

Use this checklist for "LLC," Partnership, Small Businesses

- A completed "Corporate Financial Disclosure Statement".
- All business addresses
- A confirmation of account balance from financial institutions.
- Federal and state corporate income tax returns filed for the last three (3) taxable years.
- Prepared financial statements for the last three fiscal years, including all schedules.
- Commercial notes, papers or securities listed under #15 of the "Corporate Financial Disclosure Statement."

- Loans, notes or account receivables listed under #16 of the “Corporate Financial Disclosure Statement”.
- Individual federal and state income tax returns filed for the last three (3) taxable years, including all schedules.
- Papers, loans and notes listed under #11 of the “Personal Financial Disclosure Statement”.
- Loans, notes or account receivables listed under #12 of the “Personal Financial Disclosure Statement”.
- A remediation cost estimate, prepared and certified by a licensed site remediation professional if one has been retained.
- Checkbook records
- Listing of vault or safe deposit contents
- Wills

Use this checklist for individuals

- Submit a completed “Personal Financial Disclosure Statement”.
- Prepared financial statements for the last three fiscal years, including all schedules.
- Individual federal and state income tax returns filed for the last three (3) taxable years, including all schedules.
- Papers, loans and notes listed under #11 of the “Personal Financial Disclosure Statement”.
- Loans, notes or account receivables listed under #12 of the “Personal Financial Disclosure Statement”.
- A remediation cost estimate, prepared and certified by a licensed site remediation professional if one has been retained.
- Checkbook records
- Listing of vault or safe deposit contents
- Wills