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