

Solid Waste Voluntary Cleanup Tax Credit Completeness Checklist

Application #: _____ Brownfield ID#: _____

Applicant's Name: _____

Address: _____

_____ (City) _____ (County) _____ (State) _____ (Zip code)

Phone Number: (_____) _____ - _____ E-mail: _____
(Area code)

FEID#/SSN: _____

(Circle One)

- | | |
|---|------------|
| 1. Is the applicant's solid waste financial affidavit on page 9 signed and notarized? | YES NO |
| 2. Is the required supporting documentation included (i.e., contracts, invoices, etc.)? | YES NO |
| 3. Is all information certified by the CPA (page 10)? | YES NO |
| 4. Is the CPA's Report included? | YES NO |
| 5. Was a technical professional certification (page 12) required? | YES NO |
| 6. If the technical professional certification was required, was page 12 signed and sealed? | YES NO N/A |
| 7. Were the costs claimed incurred and paid within the eligible timeframe? | YES NO |
| 8. Is the \$250 application review fee enclosed? | YES NO |
| 9. Is proof of applicant's BSRA enclosed (cover page and signature page)? | YES NO N/A |
| 10. If there are multiple applicants... | |
| Has each applicant submitted a copy of Section I, #1. of the application? | YES NO N/A |
| Has each applicant signed and notarized the page 9 financial affidavit? | YES NO N/A |
| Does each financial affidavit indicate the applicant's cost share percentage? | YES NO N/A |
| 10. Is the application complete?
(Any "NO" answers = incomplete; Complete apps to be reviewed for eligibility) | YES NO |
| 16. Is the application complete?
(Any "NO" answers = incomplete; Complete apps to be reviewed for eligibility) | YES NO |
| 17. If the application is incomplete, has the applicant been notified?
(if Yes, when ____/____/____) | YES NO |

Cursory review comments: _____
