

Solid Waste Voluntary Cleanup Tax Credit Completeness Checklist

Application #: _____ Brownfield ID#: _____

Applicant's Name: _____

Address: _____

_____ (City) _____ (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 11)? 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 financial affidavit on Page 9? YES NO N/A
 - Does each financial affidavit indicate the applicant's cost share percentage? YES NO N/A
11. Is the application complete? YES NO
(Any "NO" answers = incomplete)
12. If the application is incomplete, has the applicant been notified? YES NO
(if Yes, when ____/____/____)

Cursory review comments: _____
