**NJ Angel Investor Tax Credit Program Required Attachments**

Please note that depending on the entity type, as well as investment type, different documentation will be required. For all investments the Eligible Technology Company will need to provide documentation. Every application is a 2-step process that starts with the Investor and is completed/submitted by the Eligible Technology company.

**Eligible Technology Company**

* Evidence of cash transfer – This is a 2-part process which requires statements from Investor and Eligible Technology Company.
	+ Wire transaction - We will incoming and outgoing statements.
	+ Check - We will incoming and outgoing statements with one statement showing the check.
* Capitalization Table – These needs to specifically break out each round of investment and cannot be lumped together. Also needs to be representative of the most recent investment and be dated and signed by CEO
* CEO Certification (Link) If the CEO of the Eligible Technology Company is also the investor please have second highest officer co-sign certification.
* Employment verification.
	+ Federal 941
	+ NJ WR30 or 927
	+ If you do not have a W2 employee a k-1 partner may work but please check with an officer before proceeding.
	+ PEO Letter

**For an investor -** PLEASE NOTE – We must drill all the way down to the individual level (aside from situations containing a C-Corp), thus if a Multi-Member LLC contains more Trusts/LLC’s/etc. then you would apply these steps until the individual level is reached.

**Individual Investor**

* Stock/Unit Purchase Agreement or Subscription Agreement. (Other agreement types are eligible but please check with an NJEDA Tech and Life Science (TLS) Representative to ensure- More types listed at bottom of page).
	+ If the investment was a note or notes that converted, we will require all executed notes, as well as any conversion agreements in addition to the Stock/Unit Purchase Agreement or Subscription Agreement.
* Stock or Unit Certificate – (If there is none we will need an email or signed letter from the CEO confirming this.
* Evidence of cash transfer – This is a 2-part process which requires statements from Investor and Eligible Technology Company.
	+ Wire transaction - We will incoming and outgoing statements.
	+ Check - We will incoming and outgoing statements with one statement showing the check.
* [Investor Certification Form](https://application.njeda.com/Certification_AngelInvestorTaxCredit.pdf) (completed on previous page) Please note for an individual that “Print Name” and “Applicant Name” will be the same.

**Trust – (in addition to documents for Individual)**

* Executed Trust Agreement
* 1041 **– If trust is a complex trust then the following 2 items will be needed.**
	+ Business Registration
	+ Tax Clearance Certificate (This only lasts 180 days and may need to be updated throughout the process).

**Single Member LLC -** **(in addition to documents for Individual)**

* LLC Operating Agreement

**Multi-Member LLC/Partnership -** **(in addition to documents for Individual)**

* Schedule K-1 with membership page for all members
* Excel file with members/EIN or SSN/ownership percentage/portion of tax credit
* Business Registration
* Tax Clearance Certificate (This only lasts 180 days and may need to be updated throughout the process).
* PLEASE NOTE – We must drill all the way down to the individual level (aside from situations containing a C-Corp), thus if a Multi-Member LLC contains more Trusts/LLC’s/etc. then you would apply these steps until the individual level is reached.
* If one of the members of the LLC does not wish to participate they can forfeit their portion. We will need an executed letter on company letterhead confirming the forfeiture.

**C-Corp - (in addition to documents for Individual)**

* Documentation proving C-Corp Status (i.e. CORPORATION BUSINESS TAX APPLICATION FOR EXTENSION OF TIME TO FILE WORKSHEET)

Please note the other Eligible Agreement Types.

* Stock or Unit Purchase Agreement
* Subscription Agreement
* License Agreement
* Rights To Use Technology Agreement
* Marketing Rights Agreement
* Warrants or Options Agreement
* Membership Interest Agreement
* Purchase, Production or Research Agreement