

## PROCESS FOR LOST CERTIFICATE

1. Please send a formal e-mail request to [angeltaxcredit@njeda.com](mailto:angeltaxcredit@njeda.com) including name of the Applicant, Application Number and the Project Number as listed on the Approval Letter.
2. An invoice will be issued with a non-refundable fee of \$150 for each lost certificate and emailed to the applicant.
3. After receipt of the lost certificate fee, the NJEDA will issue an affidavit for each lost certificate which include completion instructions for the investor.
4. The completed and notarized affidavit need to be mailed to taxation for a replacement certificate.
5. Taxation reviews the affidavit and re-issues the replacement certificate to the NJEDA.
6. The Applicant's address is confirmed via an email request and the tax certificate is delivered via UPS.