

This Checklist was created for your convenience.
Please save it and use in it your files for your tracking purposes.
Do not return it to the Authority.

Seller Name _____

Buyer Name _____

NOL 2020 Program Year
Seller/Buyer Checklist

_____ 1. Seller/Consultant downloaded closing documents at <https://www.njeda.com/nol/#Closing>
DATE: _____

_____ 2. Seller/Consultant saved closing documents *with the Sellers name in the file name (Ex. ABC Corp Agreement; ABC Corp. Selling Business Information Sheet*
DATE: _____

_____ 3. Seller/Consultant and Buyer completed and signed the following closing documents:
1. **Agreement;**
2. **Buying Business Information Sheet;**
3. **Selling Business Tax Benefit Identification Form;**
4. **Private Financial Assistance Form;**
5. If you were authorized to sell and did sell tax benefits in a prior year, a **Spending Certification Form**
6. **Exhibit "NOL Employee Closing Certification Log"**

_____ a. Seller/Consultant emailed applicable closing documents to Buyer to execute
DATE: _____

_____ b. Buyer executed and emailed closing documents to Seller/Consultant
DATE: _____

_____ 4. Seller/Consultant emailed the closing documents along with tax clearance certificates to nolclosingservices@njeda.com
DATE: _____

_____ a. manual signers - uploaded valid identification (Driver's License or Passport) at <https://njeda.sharefile.com/r-r8cff71307f4f4132aba403efb4d7d4fd>.

DATE: _____

_____ b. Seller/Consultant received confirmation of receipt of closing documents email from assigned Closing Services Officer

DATE: _____

_____ 5. Seller/Consultant received notice from Closing Services Officer that closing documents have been delivered to Taxation for processing
DATE: _____

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- _____ 6. Seller/Consultant received electronic Tax Certificate via email from
nolclosingservices@njeda.com for execution
DATE: _____
- _____ a. Seller/Consultant signed Tax Certificate and forwarded via email to Buyer for execution
i. Seller copied nolclosingservices@njeda.com and TaxIncentives.OLAD@treas.nj.gov
DATE: _____
- _____ b. Buyer signed Tax Certificate and emailed to Seller
i. Buyer copied nolclosingservices@njeda.com and TaxIncentives.OLAD@treas.nj.gov
DATE: _____
- _____ c. Seller/Consultant emailed fully executed electronic Tax Certificate to
nolclosingservices@njeda.com and TaxIncentives.OLAD@treas.nj.gov
DATE: _____
- _____ d. NJEDA Notifies Seller/Buyer/Consultant of receipt of fully executed Certificate
- _____ 7. Buyer paid Seller within 10 business days of signing Tax Certificate
DATE: _____
- _____ a. Within 1 business day of the sale, Seller emailed the following documents to
nolclosingservices@njeda.com:
_____ Fully Executed Completed Exhibit "NOL Employee Closing Certification Log"
dated the Date of Closing
_____ Fully Executed Seller's Closing Certificate *dated the Date of Closing*
DATE: _____
- _____ 8. Closing Services Officer Notified all parties via email that the electronic Tax Certificate has been
deemed valid. **The Tax Certificate is not "valid" until the Authority declares it valid.**
DATE: _____
- _____ 9. Buyer/Consultant sent fully executed Tax Certificate to:
CBT Refunds/Tax Credit
PO Box 259
Trenton, NJ 08695-0259
DATE: _____