Solid Waste Voluntary Cleanup Tax Credit
Completeness Checklist

Application #: _____ Brownfield ID#: _____

Applicant's Name: _____

(Circle One)

1. Is the Solid Waste Removal Tax Credit (Section F) on page 8 filled out and signed? YES NO

2. Is the technical professional certification (Section V.) on page 9 signed and sealed? YES NO

3. Is all information certified by the CPA (page 10)? YES NO

4. Is the applicant's financial affidavit on page 11 signed and notarized? YES NO

5. 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 11? YES NO N/A
   - Does each solid waste claim indicate the applicant's cost share percentage? YES NO N/A

6. Is the CPA's Report included? YES NO

7. Is proof of applicant's BSRA enclosed (cover page and signature page)? YES NO

8. Is the required supporting documentation included (i.e., contracts, invoices, etc.)? YES NO

9. Were the costs claimed paid prior to the submittal of the application? YES NO

10. Were all costs claimed incurred and paid by the applicant entity? YES NO

11. Is a cost-summary table included in the application package? YES NO

12. If there is a cost-summary table, are all of the following items included for each applicant? (Mark missing items with an "X" in the boxes below, and complete items with a "✓") YES NO
    - ☐ All vendor (payee) names
    - ☐ Invoice/statement identification
    - ☐ Payment amounts made by the applicant for each invoice/statement
    - ☐ Amount of costs for each invoice/statement claimed for solid waste removal
    - ☐ The dollar amount of the total costs claimed for solid waste removal (must be provided at the bottom of the cost-summary table)

13. For any invoices where not all the costs are claimed, are the claimed or unclaimed line items clearly identified on each invoice? YES NO

14. Is the $250 application review fee enclosed? YES NO

15. Is the application complete? YES NO
(Any "NO" answers = incomplete)

16. If the application is incomplete, has the applicant been notified? YES NO
(if Yes, when _____/_____/_____)

Cursory review comments: _____

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