



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 2024 Program Year Seller/Buyer Checklist

\_\_\_\_ 1. Seller/Consultant downloaded closing documents at <https://www.njeda.gov/nol>  
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.gov](mailto:nolclosingservices@njeda.gov)  
DATE: \_\_\_\_\_

\_\_\_\_ a. manual signers - uploaded valid identification (Driver's License or Passport) at:  
<https://njeda.sharefile.com/r-r19bc4547bc0945aeab08a9525097d9bd>  
DATE: \_\_\_\_\_



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\_\_\_\_ **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: \_\_\_\_\_

\_\_\_\_ **6.** Seller/Consultant received electronic Tax Certificate via email from [nolclosingservices@njeda.com](mailto: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.gov](mailto:nolclosingservices@njeda.gov)

DATE: \_\_\_\_\_

\_\_\_\_ **b.** Buyer signed Tax Certificate and emailed to Seller

i. Buyer copied [nolclosingservices@njeda.gov](mailto:nolclosingservices@njeda.gov)

DATE: \_\_\_\_\_

\_\_\_\_ **c.** Seller/Consultant emailed fully executed electronic Tax Certificate to [nolclosingservices@njeda.gov](mailto:nolclosingservices@njeda.gov)

DATE: \_\_\_\_\_

\_\_\_\_ **d.** NJEDA Notified Seller/Buyer/Consultant of receipt of fully executed Certificate



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\_\_\_\_ **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.gov](mailto:nolclosingservices@njeda.gov):  
\_\_\_\_ Fully Executed Completed Exhibit "NOL Employee Closing Certification Log"  
*dated the Date of Closing*  
\_\_\_\_ Fully Executed and initialed Seller's Closing Certificate *dated the Date of Closing*,  
DATE: \_\_\_\_\_

\_\_\_\_ **8.** Closing Services Officer Notified all parties via email that the electronic Tax Certificate or grant has  
been deemed valid. **The Tax Certificate or grant is not "valid" until the Authority declares it valid.**  
DATE: \_\_\_\_\_  
NOTE: Approval fee must have been paid prior to validity email being sent

\_\_\_\_ **9.** Buyer/Consultant mailed fully executed Tax Certificate to:  
CBT Refunds/Tax Credit  
PO Box 259  
Trenton, NJ 08695-0259  
DATE: \_\_\_\_\_