



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 2025 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
DATE: _____

_____ a. Manual signers – emailed nolclosingservices@njeda.gov for secure link to upload valid identification (Driver's License or Passport) ex: Please provide me with a link to upload my Personally Identifiable Information (PII) securely.

DATE: _____



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i. Received secure link and uploaded required PII

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: _____

_____ **6.** Seller/Consultant received electronic Tax Certificate via email from nolclosingservices@njeda.gov for execution

DATE: _____

_____ **a.** Seller/Consultant signed Tax Certificate and forwarded via email to Buyer for execution

i. Seller copied nolclosingservices@njeda.gov

DATE: _____

_____ **b.** Buyer signed Tax Certificate and emailed to Seller

i. Buyer copied nolclosingservices@njeda.gov

DATE: _____

_____ **c.** Seller/Consultant emailed fully executed electronic Tax Certificate to

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:
____ 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: _____