



*More Than
\$53 Million In Assistance
To New York Firms*

*Over 1200 New York
Firms Assisted*

*Federal Government
Cost Shared Funding*

Apply At Any Time

*Flexibility In
Types of Assistance*

*Independent And
Objective Assistance*

*Extended Project
Implementation Periods*

*Confidentiality
At Every Stage*

*Continuous Support
Since 1978*

Submission Checklist

The New York State Trade Adjustment Assistance Center (NYS TAAC) provides assistance on a cost share basis under the Trade Adjustment Assistance for Firms (TAA) program sponsored by the U.S. Department of Commerce (DOC). In order for the NYS TAAC to complete a petition for your company to become certified as eligible for the TAA program, we require the information listed in the column at right.

No Cost to Determine Eligibility

The NYS TAAC will provide free assistance to your company for completing any of the forms required for certification of eligibility for the program. This includes preparation of the petition and submission of the petition to the U.S. Department of Commerce for certification.

Applications for assistance under the TAA program can be made at any time of the year. And, if your company is not immediately eligible for the program, you can apply at a later time if conditions change.

Confidentiality of Information

None of the information you provide for certification of eligibility for the TAA program is disclosed to any other federal, state, or local agency. All proprietary and financial information is exempt from the Freedom of Information Act.

If your company is certified as eligible for the TAA program, the law requires that your company's name be published in the Federal Register. This is the only information that is released to the public about your participation in the program.

Contact Us Today

To learn more about the NYS TAAC and the TAA program, please visit our web site at www.nystaac.org. And contact us today to determine if your company qualifies for TAA program funding that can help your company succeed in the new global economy.

Required Information

1. A completed Preliminary Information Form.
2. A completed Sales and Employment Data Form.
3. A completed Customer/Bid List Form including copies of all bids referenced on the form.
4. A history of the firm including the following information:
 - The year founded
 - Type(s) of business engaged in
 - A description of products and services provided
 - The number, location, and nature of business of all manufacturing, distribution, and sales facilities
 - Markets served
 - Names and titles of officers, directors, and senior managers of the firm
 - Current ownership and percentage of ownership for each owner (totaling 100%)
 - A description of any significant management or ownership changes in the past five years
 - A description of any important events (e.g., natural disasters, fires, labor strikes, changes in product mix, etc.) in the recent past
 - A description of the impact of imports on your firm
5. Financial Statements for the past two years.
6. A signed copy of the Petition By A Firm For Certification Of Eligibility To Apply For Trade Adjustment Assistance form (form ED-840P).

7. Signed letters requesting assistance from the NYS TAAC and the DOC.

Note 1: All information provided must be 90 days current as of the date of submission of the petition.

Note 2: Your company must have been in business for at least two years to participate in the program.

New York State Trade Adjustment Assistance Center
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