

Zhang and Associates  
H-1B Client Intake Form

Please provide the following information:

**Employer Information**

- 1) Name \_\_\_\_\_
- 2) Business Address: \_\_\_\_\_
- 3) County \_\_\_\_\_
- 4) Telephone Number \_\_\_\_\_
- 5) Fax Number \_\_\_\_\_
- 6) IRS Tax # \_\_\_\_\_
- 7) Type of Business \_\_\_\_\_
- 8) Year Established \_\_\_\_\_
- 9) Current Number of Employees \_\_\_\_\_
- 10) Gross Annual Income \_\_\_\_\_
- 11) Name and title of individual who will sign the H-1B petition \_\_\_\_\_

**Employee Information**

- 1) Last, First, Middle Names \_\_\_\_\_
- 2) Date of Birth (mm/dd/yyyy) \_\_\_\_\_
- 3) Social Security Number \_\_\_\_\_  
If in the U.S., please answer questions 4-8.
- 4) Date of Arrival (mm/dd/yyyy) \_\_\_\_\_
- 5) I-94 # \_\_\_\_\_
- 6) Current Nonimmigrant Status \_\_\_\_\_
- 7) Expires on (mm/dd/yyyy) \_\_\_\_\_
- 8) Previous Foreign Address \_\_\_\_\_

**Employment Information**

1) Job Title		
2) Detailed, Non-technical Job Description		
3) Address where the employee will work (if different than the Employer Address listed above)		
4) Is this full-time employment?	Yes	No
5) How many hours per week?		
6) Wages per week or per year		
7) Other compensation (please explain)		
8) Value (in \$) per week or per year		
9) Dates of intended employment	From	To