

**PETITION BY A FIRM FOR CERTIFICATION OF ELIGIBILITY  
 TO APPLY FOR TRADE ADJUSTMENT ASSISTANCE**

No firm may be certified unless this petition is completed. (See 19 U.S.C. § 2341; 13 C.F.R. part 315)

E-MAIL TO: <b>TAAC@eda.doc.gov</b>  OR  SUBMIT TO: <b>U.S. Department of Commerce Economic Development          Administration Trade Adjustment Assistance Program Manager          1401 Constitution Avenue, N.W., Room 7009          Washington, D.C. 20230</b>	<b>FOR GOVERNMENT USE ONLY</b>	
	Project Number	Date Accepted for Filing

<b>ITEM 1 - PETITIONING FIRM</b>	
Name and address of petitioning firm <i>(Use the legal name of the firm and indicate any trade name)</i>	
Company Name:	Telephone Number <i>(Include Area Code):</i>
Address:	
City: _____ State: _____ Zip Code: _____	
Contact Person	E-mail Address:
First Name: _____ Last Name: _____	
Title: _____ Salutation: _____	
<b>ITEM 2 - LEGAL FORM OF PETITIONING FIRM</b>	
Legal Form of petitioning firm <i>(Please check appropriate box)</i>	
If other <i>(please specify)</i> _____	
<b>ITEM 3 - RELATED FIRMS</b>	
Check if one or more of the following apply and attach a detailed explanation <i>(See General Instructions to Item 3)</i> :	
<input type="checkbox"/> Petitioning firm is a "successor firm". <input type="checkbox"/> Petitioning firm is a subsidiary, affiliate, predecessor, or otherwise related by common ownership or common control to another firm. Indicate in the attached explanation whether the petitioning firm and the related firm sell or produce like or directly competitive articles.	
<b>ITEM 4 - HISTORY OF PETITIONING FIRM</b>	
Attach a brief narrative describing the petitioning firm's economic history <i>(See General Instructions to Item 4)</i> .	
<b>ITEM 5 - ARTICLES PRODUCED AND SOLD</b> <i>(Attach a separate sheet if necessary)</i>	
A.	Describe in detail the articles produced by the petitioning firm that are adversely affected by import competition, including a brief description of the manufacturing process and the principal materials incorporated into the finished articles.
B.	If applicable, describe in detail any other articles produced by the petitioning firm that are not adversely affected by import competition.
C.	If applicable, describe in detail any finished articles purchased for resale by the petitioning firm and indicate whether such articles are imported and from what country.

**ITEM 6 - SALES/PRODUCTION DATA** *(See General Instructions to Item 6)*

	Petition Time Period <i>(This period should be the same for import data and employment data)</i>		
	_____ (Ending Date)	_____ (Ending Date)	Percent Change
A. Total net sales or production of all articles produced by the petitioning firm.			
B. Total net sales of all articles purchased for resale by the petitioning firm			
C. Total net sales or production of all import-impacted articles produced by the petitioning firm.			
D. Specify if one or more of the following apply to the sales of the import-impacted articles <i>(See 13 C.F.R. § 315.2 and 315.7(b)(1))</i> : Absolute decline in sales of the import-impacted articles. Interim decline in sales of the import-impacted articles. If checked, please specify the number of months: _____ "25 percent" rule applies. "Self-inflicted wound" <i>(i.e., petitioning firm is purchasing the import-impacted articles offshore)</i> . Sales decline is determined based on a bid or a quote.			

**ITEM 7 - IMPORT DATA** *(See General Instructions to Item 7 and attach additional sheets as necessary)*

DUNS Number: _____ NAICS <i>(5-digit)</i> : _____ Harmonized Tariff Schedule (HTS) No.: _____ HTS No. Description: _____	Petition Time Period		
	_____ (Ending Date)	_____ (Ending Date)	Percent Change
Total Value of Imports in U.S. Dollars (\$000s):			

**ITEM 8 - EMPLOYMENT DATA** *(See General Instructions to Item 8)*

	Petition Time Period		
	_____ (Ending Date)	_____ (Ending Date)	Percent Change
A. Petitioning firm's total monthly average employment.			
B. Petitioning firm's total monthly average employment of production and related workers for all import-impacted articles.			
C. Specify if one or more of the following apply to the firm's total employment: There is an interim decline in employment <i>(See 13 C.F.R. § 315.8)</i> . There is a partial employee separation (A decline in worker hours or wages. <i>See 13 C.F.R. § 315.2</i> ). The threat of total or partial employee separation is imminent. Please attach supporting documentation. <i>(See 13 C.F.R. § 315.2)</i> . An employee of the petitioning firm has petitioned the U.S. Department of Labor for certification of eligibility to apply for Trade Adjustment Assistance for Workers. If so, please provide the following: U.S. Department of Labor case number:  Describe the disposition (or current status) of the case:			

**ITEM 9 - FINANCIAL REPORTS**

Attach one (1) copy of the complete auditor's certified financial reports for the petitioning firm (including any subsidiaries, affiliates and other related entities) for the entire period covered by the petition. If certified financial statements are not available, furnish one (1) copy of the complete profit and loss statements, balance sheets and supporting statements prepared by the petitioning firm's accountants for the entire period covered by the petition. Publicly-owned corporations should furnish one (1) copy of each Form 10-K annual report (or Form 10-Q quarterly report, as appropriate) filed with the U.S. Securities and Exchange Commission for the entire period covered by the petition.

**ITEM 10 - CUSTOMER LIST**

During the investigation of a firm's petition, a representative group of the firm's customers will be contacted to determine whether there is a relationship between any import-impacted sales and employment declines experienced by the firm and any increases in the value of like or directly competitive articles being imported into the United States. To facilitate this investigation, attach a separate sheet providing:

- (i) the names and addresses of four (4) important current or important recent customers of the petitioning firm (especially those that have reduced their purchases from the petitioning firm);
- (ii) the names and business telephone numbers of contact persons for each customer; and
- (iii) data on sales volume to each of the listed customers for the entire period covered by the petition.

If the petitioning firm does not have repeat customers, include a list of potential customers to whom the firm has submitted bids, but lost contracts to foreign suppliers (copies of the lost bids should also be included). Include only customers who were active or potential customers of the petitioning firm during the period covered by the petition.

**ITEM 11 - PETITION ASSISTANCE**

If a Trade Adjustment Assistance Center ("TAAC") helped prepare this petition, please identify the TAAC and the name and telephone number of your contact person at the TAAC. Additionally, please identify the name, business address and telephone number of anyone outside of the petitioning firm and the TAAC who assisted in preparing this petition.

TAAC Name:

Address:

City, State, Zip-Code:

Contact Name:

Contact E-mail:

**ITEM 12 - CERTIFICATION**

The undersigned is an authorized representative of the petitioning firm and is executing this certification on behalf of the petitioning firm. The undersigned hereby certifies that the information contained in or submitted with this petition is correct and complete to the best of his/her knowledge and belief. U.S. Code, title 18 (Crimes and Criminal Procedure), Section 1001, makes it a criminal offense to knowingly and willfully make any false statement or representation to any department or agency of the United States as to any matter within its jurisdiction.

Name of Authorized Representative

Signature of Authorized Representative

Title

Date