



# Required Documentation Small Business Assistance Fund Grant Application

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## Tax Returns

2019 Business Tax Return with All Schedules **OR**

2018 Business Tax Return AND 2019 Year End Financial Statement/Income & Expense

Sole Proprietors, Self Employed and Single-Member LLC that files business taxes with personal income taxes may submit their personal income taxes, which must include Schedule C.

BDC will use this information to verify gross income eligibility, legal business entity, Good Standing with the State of Maryland, Payroll expense

## Additional Documentation for Eligible Grant Expenses

To verify payroll expenses: IRS form 941 for the Quarter ending December 31, 2019

\*Sole Proprietors – 1099 & Proof of payroll records

To verify Utility expenses: First two Utility Bills received and paid in 2020

To verify rent/mortgage interest expenses: Cancelled checks or proof of rent/mortgage payment for January and February 2020

To verify re-open plan costs: Business Reopening Plan cost estimate(s) – estimates of costs the business must incur to facilitate reopening. Example may include, but are not limited to: Cost of providing personal protective equipment (PPE) for staff; cost of installing staff/customer partitions at checkout; cost of purchasing and installing outdoor seating to allow for adequate social distancing; cost of installing a carry-out window; cost of business technology upgrade to allow for online ordering

### Additional Optional Documents

Year End Payroll Report for 2019

## Government-Issued Identification

Government-issued ID that shows the residential address of Applicant, who must be an owner, partner, or managing member of the Business and authorized to submit the grant application on behalf of the businesses.

If ID does NOT show residential address, alternate government issued ID (e.g. Passport) may be provided along with any two additional documents that include the applicant's residential address:

1. Residential Gas & Electric Bill
2. Residential Water & Sewer Bill
3. Residential Cable/Internet or Phone Bill
4. Mortgage Statement or Residential Lease

## For Payment of Grant Proceeds

Completed IRS Form W-9

