

ATTACHMENT B

CITY OF MONTEREY PARK
COVID-19 SMALL BUSINESS ASSISTANCE PROGRAM (SBAP)

APPLICATION CHECKLIST

Business Name: _____

This checklist is only provided for an applicant's use during the preparation of the application. All documents listed on this page are required to be uploaded when submitting your business assistance application. Upload in .PDF format. Applicants without internet access may mail hardcopies of these documents on or before the due date of August 3, 2020.

Documents to Gather for the Application		Check Box to Indicate You have the Document Available to Upload
Valid Business License		<input type="checkbox"/>
Valid California driver's license or identification card for each business owner		<input type="checkbox"/>
Business income tax returns:		
a.	2019 business tax return (all pages) (2018 if 2019 has not been filed); OR	<input type="checkbox"/>
b.	2019 personal tax returns (all pages) if business income is reported on a Schedule C (2018 if 2019 has not been filed)	<input type="checkbox"/>
Year-to-date monthly profit and loss statement - January 1, 2020 through May 31, 2020		<input type="checkbox"/>
Business Bank Statements (or Personal Bank Statements if used for your business) - November 2019 through May 31, 2020		<input type="checkbox"/>
Commercial rent/lease agreement showing amount of lease		<input type="checkbox"/>
<u>Landlord/Property Manager contact information:</u> 1. Name 2. Mailing address 3. Phone number 4. Email address		<input type="checkbox"/>
IF APPLYING AS A BUSINESS LOCATED IN A LOW- AND MODERATE-INCOME AREA		
Does your business provide a service to the neighborhood/area? You will need to provide a written explanation.		<input type="checkbox"/>
IF APPLYING AS A LOW- AND MODERATE-INCOME BUSINESS OWNER		
Business owner(s) will be required to provide income information for all members of the business owner(s) household over the age of 18.		<input type="checkbox"/>
Business owner's 2019 <u>personal</u> tax return (2018 if 2019 has not been filed)		<input type="checkbox"/>
IF APPLYING AS AN EMPLOYER OF LOW- AND MODERATE-INCOME EMPLOYEES		
EDD Quarterly Contribution Return and Report of Wages (ending December 31, 2019) (Form DE 9)		<input type="checkbox"/>
EDD Quarterly Contribution Return and Report of Wages (ending March 31, 2020) (Form DE 9)		<input type="checkbox"/>
List of employees currently on payroll (full and part time, including owner)		<input type="checkbox"/>
Employee self-certification(s) of household income completed by all employees on current payroll		<input type="checkbox"/>