

## APPLICATION CHECKLIST

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.

<b>Documents to Gather for the Application</b>		<b>Check Box to Indicate You have the Document Available to Upload</b>
<b>1</b>	Valid Business License	<input type="checkbox"/>
<b>2</b>	Valid California driver's license or identification card for each business owner	<input type="checkbox"/>
<b>3</b>	<b>Business income tax returns:</b>	
a.	2019 business tax return ( <b>all pages</b> ); <b>OR</b>	<input type="checkbox"/>
b.	2019 personal tax returns ( <b>all pages</b> ) if business income is reported on a Schedule C	<input type="checkbox"/>
<b>4</b>	Monthly profit and loss statement - <b>October 1, 2019, December 31, 2019 AND January 1, 2020 through October 31, 2020</b>	<input type="checkbox"/>
<b>5</b>	Business Bank Statements (or Personal Bank Statements if used for your business) - <b>October 1, 2019, December 31, 2019 AND January 1, 2020 through October 31, 2020</b>	<input type="checkbox"/>
<b>6</b>	Commercial rent/lease agreement showing amount of lease	<input type="checkbox"/>
<b>IF APPLYING AS A BUSINESS LOCATED IN A LOW- AND MODERATE-INCOME AREA</b>		
<b>8</b>	Does your business provide a service to the residential neighborhood/area? You will need to provide a written explanation.	<input type="checkbox"/>
<b>IF APPLYING AS A LOW- AND MODERATE-INCOME BUSINESS OWNER</b>		
<b>9</b>	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"/>
<b>10</b>	Business owner's 2019 <u>personal</u> tax return (2018 if 2019 has not been filed)	<input type="checkbox"/>
<b>IF APPLYING AS AN EMPLOYER OF LOW- AND MODERATE-INCOME EMPLOYEES</b>		
<b>11</b>	EDD Quarterly Contribution Return and Report of Wages ( <b>ending September 30, 2020</b> (Form DE 9)	<input type="checkbox"/>
<b>12</b>	List of employees currently on payroll (full and part time, including owner)	<input type="checkbox"/>
<b>13</b>	Employee self-certification(s) of income completed by all employees on <u>current</u> payroll	<input type="checkbox"/>