



REQUIRED DOCUMENTS

<p>For Businesses Operational in 2019</p>	<ol style="list-style-type: none"> 1. 2019 IRS Form 940 2. Payroll Register that covers 2/15/2020 3. Year-End 2019 Internally Prepared (or CPA Prepared) Profit & Loss Statement 	<ol style="list-style-type: none"> 1. We will use figure box 3 to determine total wages paid to employees in 2019 2. We will use to verify that your business was operational and had employees as of 2/15/2020 3. We will use this schedule to calculate employee benefits and retirement costs
<p>For Seasonal Employers</p>	<ol style="list-style-type: none"> 1. 2019 IRS Form 940 and the Payroll Register or other third party payroll systems record covering the period from 2/15/2019 to 6/30/2019 2. Payroll Register that covers 2/15/2020 3. 6/30/2019 Internally Prepared(or CPA Prepared) Profit & Loss Statement 	<ol style="list-style-type: none"> 1. We will use figure box 3 to determine total wages paid to employees 2. We will use to verify that your business was operational and had employees as of 2/15/2020 3. We will use this schedule to calculate employee benefits and retirement costs
<p>For New Businesses in 2020</p>	<ol style="list-style-type: none"> 1. Payroll Register or other third party payroll systems record covering the period from 1/1/2020 to 2/29/2020 2. Payroll Register that covers 2/15/2020 3. 2/29/2020 Internally Prepared (or CPA Prepared) Profit & Loss Statement 	<ol style="list-style-type: none"> 1. We will use this information to determine total wages paid to employees during this period 2. We will use to verify that your business was operational and had employees as of 2/15/2020 3. We will use this schedule to calculate employee benefits and retirement costs
<p>For Sole Proprietorships</p>	<ol style="list-style-type: none"> 1. 2019 Schedule C (via tax return or self created) 2. Payroll register that covers 2/15/2020 – if seeking funds that include employees 3. 2019 IRS 1099-MISC, Invoice, bank statement, or book of record establishing you were self-employed in 2019 4. a 2020 Feb 15, 2020 invoice, bank statement, or book of record establishing you were in operation on 2/15/20 	<ol style="list-style-type: none"> 1. We will use this to determine your net earnings 2. We will use to verify that your business was operational and had employees as of 2/15/2020 3. We will use to verify that your business was operational in 2019 4. We will use this to verify your business was operational as of 2/15/20