

**PLEASE PROVIDE ALL THE DOCUMENTATION LISTED ON THE APPLICATION FORM
WHEN SUBMITTING APPLICATION**

These are acceptable forms of the documentation required:

- 1. W-9 Form** – Provide page 1 of the W-9 form (with signature in Part II)
- 2. Staffing Documentation** – Most recent copy of only one: W-3 Summary, IRS Form 1096, IRS Form 941, Employee Roster or Sole Proprietor Statement (For Sole Proprietor it can be a document created internally on business letterhead with EIN)
- 3. Active State Business Registration from Sunbiz.org, or local business registration/license, or other documentation** - Go to Sunbiz.org, search by business name, print screen
- 4. Proof that business has experienced a business disruption** - For non-essential businesses, proof that business was closed OR for essential businesses, proof can include income statements from March – June 2019 vs. 2020; financial/accounting statements; customer counts)
- 5. Proof of PPP Loans or other local, state or federal sources** - Scan of letter or pdf of email from SBA or bank/lender
- 6. Proof of Nassau County physical location** - Tax bill, utility bill or copy of lease
- 7. Proof of Nassau County Residency** - Copy of Driver's License or voter registration from Nassau County
- 8. Proof of status on Payroll taxes** – If using a third-party processor – most recent tax filing report. If not, most recent copy of the check or transaction from bank statement
- 9. Proof of status on Sales and Unemployment taxes**

Sales tax report – if paid electronic, copy of most current confirmation. Copy of check to Department of Revenue for sales taxes.

Unemployment - Most previously filed RT6 (1st or 2nd QTR 2020). For a Sole Proprietor - State on business letterhead, not required to file.
- 10. Proof of status on Nassau County Property taxes** - Nassautaxes.com (Property Taxes, Search Tax Rolls, address, copy screen with full bill history)
- 11. Proof of status on Federal Income taxes** - Copy of 2019 return or valid extension