

## Required Documents for SBCF program

You WILL need to be able to upload the following documents:

- Driver's license
- Personal tax returns from 2018 and 2019
- Business tax return for 2018 and 2019. Please sign and date
- IRS W-9. Please sign and date
- Jan-April Profit & Loss (P&L) by month. We can provide a template if needed. Please sign and date
- County DBA or registration with TX Secretary of State
- Sales and use tax receipt (if applicable)
- Certificate of Occupancy (if applicable)
- Loan and grant calculator (<https://www.dallasecodev.org/DocumentCenter/View/3230/SBCF-Application-Check-List-and-Grant-Loan-Calculator-Excel>)

You MAY be asked to provide these documents as well:

- Lease agreement
- Mortgage or rent statement for business related real estate
- Inventory list (if applicable)
- Family self-certification form (downloadable from <https://www.dallasecodev.org/DocumentCenter/View/3229/SBCF-2020-CDBG-Family-Income-Self-Certification-Form-PDF>)
- IRS Form 941 (for businesses with payroll employees). Please sign and date
  - If it is not available, IRS Form 940 or Payroll Summary for Q1 2020 can be submitted instead
- Jan-March utility bills for business use (water, electric, gas, internet) from the utility provider
- Jobs created/retained form (downloadable from <https://www.dallasecodev.org/DocumentCenter/View/3231/SBCF-Jobs-Created-or-Retained-Form-PDF>)

