



## *City of Helotes Small Business Grant Program* **Checklist of Required Documents for All Applicants**

The following checklist provides the documentation you will need to complete the City of Helotes Small Business Program application. All documents are required and if you need clarification on documents you will need to contact [helotesgrant@bcloftexas.org](mailto:helotesgrant@bcloftexas.org).

- \_\_\_\_\_ Copy of Driver's License, Passport, or Military ID for all owners
  
- \_\_\_\_\_ Proof of Business Incorporation/Formation from the Secretary of State for LLC's and Corporations, Assumed Name or Doing Business As (DBA) Certification for Sole Proprietors and General Partnerships
  
- \_\_\_\_\_ Copy of Texas Comptrollers Sales Tax Permit
  
- \_\_\_\_\_ Estimated Disaster Economic Injury Worksheet (available as template on Documents Tab in ZoomGrants)
  
- \_\_\_\_\_ 2019 Business Tax Return (all pages, no redactions). If 2019 Business Tax Return is not available business must provide 2018 Business Tax Returns (all pages, no redactions)
  
- \_\_\_\_\_ Business Operating Bank Statements for January 2020 through June 2020
  
- \_\_\_\_\_ Payroll Documentation listing all employees and count as of March 1, 2020
  
- \_\_\_\_\_ IRS 940 or 941 for 2019: Report for Quarter 1, Quarter 2, Quarter 3, and Quarter 4 of 2019 (if applicable)
  
- \_\_\_\_\_ IRS 940 or 941 for 2020: Report for Quarter 1 and Quarter 2 of 2020 (if applicable)
  
- \_\_\_\_\_ Business W-9 form (available as template on Documents Tab in ZoomGrants)
  
- \_\_\_\_\_ Signed City of Helotes Small Business Grant Program General Disclosure (available as template on Documents Tab in ZoomGrants)

**Note: additional requests for required documentation may be needed if information provided is not completed correctly or unable to validate eligibility requirements.**