

New York City Business Recovery Loan & Grant Program: *Document Checklist*



Please attempt to gather all of the documents listed below in order to facilitate your appointment with your NYC Business Solutions Account Manager. Your Account Manager can help you address any gaps in your documentation.

Document Type/Category	<input checked="" type="checkbox"/>
A. Preliminary Assessment Form (<i>available at www.nyc.gov/nycbusiness</i>)	<input type="checkbox"/>
B. Organizational Documents	<input type="checkbox"/>
C. Proof of Damages	<input type="checkbox"/>
D. Evidence of Working Capital Costs and Needs	<input type="checkbox"/>
E. Proof of Government & Institutional Assistance Applied for and Received	<input type="checkbox"/>
F. Business Enterprise and Recovery Plan (<i>if available</i>)	<input type="checkbox"/>
G. Schedule of Employment	<input type="checkbox"/>
H. Business Owner(s) Information	<input type="checkbox"/>
I. Financial Documents for the Business Enterprise and Principal Owners	<input type="checkbox"/>

The following pages in this *Document Checklist* provide greater detail of each document category listed above.

Please review the following pages to help gain a better understanding of what documents you should bring to your appointment with your NYC Business Solutions Account Manager.

New York City Business Recovery Loan & Grant Program: *Document Checklist*



A. Preliminary Assessment Form

- The Preliminary Assessment Form is available for download at www.nyc.gov/nycbusiness.

Please contact an NYC Business Solutions Account Manager if you need assistance completing the Preliminary Assessment Form.

B. Organizational Documents

Please only submit the documents that apply to your business structure.

Document Description	Sole Proprietor	Partnership	LP/LLP	LLC	Corp.
<ul style="list-style-type: none"> • Business Certificate filed with county clerk, including amended certificates* 	✓	✓			
<ul style="list-style-type: none"> • State filing receipt, including amended receipts 			✓	✓	✓
<ul style="list-style-type: none"> • LLC Articles of Organization or Articles of Incorporation 				✓	✓
<ul style="list-style-type: none"> • Partnership Agreements, LLC Organizational Agreement, or Corporate Bylaws 		✓	✓	✓	✓

*Only required if business name is an assumed name.

C. Proof of Damages

- Complete copy of an official comprehensive proof of loss statement for each business location affected from at least one of the following sources (*include any and all available from the list below*):

- o U.S. Small Business Administration (SBA),
- o Private insurance carrier
- o Federal Emergency Management Agency (FEMA)
- o Public Insurance Adjuster licensed by the NYS Department of Financial Services

and/or

- Proof of costs to repair and/or replace movable equipment and/or furnishings and/or inventory, such as: receipts, insurance claims, merchant quotes, photographs, comparables, vendor purchase agreements, and/or invoices.

and/or

- Copy of all utility bills documenting service or service outage to the business at the time of the storm and currently.

D. Evidence of Working Capital Costs and Needs

- Documentation demonstrating the costs of all eligible working capital expenses for which you are seeking assistance such as:
 - o Lease and/or mortgage payment
 - o Marketing costs and quotes
 - o Utility bills
 - o Business taxes
 - o Payroll for staff
 - o Insurance (*e.g. property insurance, liability insurance, worker's compensation*)

E. Proof of Government & Institutional Assistance Applied for and Received

- Proof of having applied to the SBA for financing such as:
 - o A letter of rejection or approval
 - o Evidence of application submission and status

and/or

- Documentation of all financial assistance offered, received, rejected, or yet to be received on or after October 30, 2012 from any from local, state, or federal government entity (*even if assistance was declined or not yet accepted by applicant*) and what the assistance is to be used for.

and/or

- Each insurance policy in force on or after October 30, 2012 and all correspondence relating to these, including correspondence regarding any claims filed under such insurance policies or insurance assistance offered, received, rejected, or yet to be received.

and/or

- Documentation of all financial assistance offered, received, rejected, or yet to be received on or after October 30, 2012 from any lender, grant-making institutions, and/or third party private assistance provider (*even if assistance was declined or not yet accepted by applicant*) and what the assistance is to be used for.

F. Business Enterprise and Recovery Plan

- Complete business recovery plan with market analysis, marketing strategy and impact on local competitors and, if available, any other information to help underwriters understand your business and your plan for recovery and sustained operations (*e.g. a detailed marketing plan, evidence of new customers/clients obtained, evidence of new products/services in development*)

Assistance is available for generating if needed.

and

- Two years of revenue and expense statement projections, monthly for the first year and annual for the second year. Projections need to have detailed assumptions for revenue and expense line items

Assistance is available for generating if needed. Please speak with an NYC Business Solutions Account Manager to determine if required. For applicants seeking grants only, projections may not be required.

G. Schedule of Employment

- Schedule of Employment.

Assistance is available for generating if needed.

and

- Proof of job creation/retention, as evidenced by any or all of the following:
 - o Payroll Statements (*e.g. Paychex, ADP, etc*) for the three-month period prior to October 2012
 - o Employer's federal tax return (*i.e. Federal Form 941*) from the quarter prior to October 2012

H. Business Owner(s) Information

- Contact information on principal owners.

and

- Copy of Picture ID for all owners (*e.g. driver's license, passport, or other valid government photo ID*).

I. Financial Documents for the Business Enterprise and Principal Owners

FOR THE BUSINESS ENTERPRISE:

- List of related companies (*if applicable*).

and

- Complete copy of 2010, 2011 and 2012 business federal, New York State and New York City income tax returns, including all schedules and attachments (*tax return availability may vary depending on businesses age*).

and

- Completed IRS Form 4506T for business applicant (*individual if business operations reported on personal tax return*) with original signature, complete lines 1-4 only exactly as shown on your most recent filed federal tax returns (*form will be completed by lending intermediary for submission to IRS*).

Available for download at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

and

- 2013 interim financial statements dated within 60 dates of submission of this application.

and

- Current accounts receivable aging dated within 30 days of the submission date of this application (*if applicable*).

and

- Current accounts payables aging dated within 30 days of the submission date of application (if applicable).

and

- Property Tax information

If the Applicant owns the property where the business operates submit:

- Documentation that owners were current on all property taxes at the time of the storm (e.g. paid tax bill most current); *and*
- Documentation that owner was current on mortgage payments at the time of the storm (e.g. billing statements).

If the Applicant leases the property where the business operates submit:

- Copy of the lease, license or other agreement documenting use of the damaged premises during the time period of the storm; *and*
- Documentation that tenant was current on rent payments at the time of the storm (e.g. canceled checks, money order, and/or proof of receipt by property owner).

FOR ALL PRINCIPAL OWNERS WITH MORE THAN 20% SHARE:

- Completer SBA Form 413 for all principals with at least 20% ownership in the business.

Available for download at www.sba.gov/content/personal-financial-statement.

and

- Complete 2010, 2011 and 2012 personal income tax returns.

and

- A recent credit report.

Assistance is available for generating if needed.