



Checklist of Required Documents for All Applicants

The following checklist provides the documentation you will need to complete the Pflugerville Cares Small Business Program application. All documents are required and if you need clarification on documents you will need to contact pflugervillegrant@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

- _____ 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:
 - 1. 2018 Business Tax Returns (all pages, no redactions)
 - 2. 2019 Profit and Loss Statement

- _____ 2020 Profit and Loss Statement for January 1, 2020 – June 30, 2020

- _____ Payroll processing report prior to March 1, 2020 and IRS 941 for 2020: Report for Quarter 1 of 2020

- _____ 2020 Business Bank Account Statements for January 1, 2020 – June 30, 2020 (all pages, no redactions)

- _____ 2019 Business Bank Account Statements for January 1, 2019 – June 30, 2019 (all pages, no redactions)

- _____ Business W-9 form (available as template on Documents Tab in ZoomGrants)

- _____ Signed Pflugerville Cares 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