



Forgivable Advance for Small Business Assistance (FASBA)

CHECK LIST OF ATTACHMENTS

- 2019 FEDERAL INCOME TAX RETURN
- 2020 FEDERAL INCOME TAX RETURN OR PROFIT AND LOSS
- IRS TAX FORM 4506-T
- SIGNED W-9 FORM
- CLEAR JOB DESCRIPTION FOR ANY PROPOSED JOB POSITION
- LIST OF EMPLOYEES AND MOST RECENT PAY STUBS (*must indicate if/how many furloughed due to COVID*)

IF APPLICABLE

*****If your business did not experience a 25% reduction in gross income from 2019 to 2020

- 2019 – 2020 PROFIT AND LOSS QUARTER COMPARISON

*****If the business is a corporation

- STATE ACKNOWLEDGEMENT OF ARTICLES OF INCORPORATION

*****If the business is a partnership,

- PARTNERSHIP AGREEMENT.

*****If the business is a Stock Corporation,

- LIST OF SHAREHOLDERS.

*****If the business is an LLC,

- OPERATING AGREEMENT.

*****If Sole Proprietorship,

- MUST INCLUDE 2019 SCHEDULE C.

*****If job retention

- MUST INCLUDE EVIDENCE THAT IF NOT FOR THESE FUNDS THE JOBS WOULD BE LOST
EX. A LETTER TO EMPLOYEES STATING THERE MAY BE FURLOUGH BUSINESS CLOSURE