

Brown County Small Business Relief Program Grant Application

If awarded, business should be prepared to submit the following, within 7 calendar days of notification of award and sign a grant agreement in order to receive payment. Business should also prepare a close out report and submit no later than December 1, 2020.

Vetting Documentation

Sole Proprietorship

1. Copy of last two years tax returns including Form 1040 with Schedule C Profit and Loss from business
2. Copy of most recent Form W-3 Transmittal of Wage and Tax Statements
3. Copy of most recent Form 1096 Annual Summary and Transmittal of U.S. Information
4. Employer Identification Number (EIN) if applicable
5. Copy of W-9
6. Number of Employees per most recent two years tax returns
7. Number of Independent Contractors
8. List of actual operating business expenditures between January and March 2020

Partnership

1. Copy of last two years tax return including Form 1065 U.S. Return of Partnership income
2. Copy of Partnership Agreement or Statement of Partnership
3. List of all partners
4. Employer Identification Number if applicable
5. Copy of W-9
6. Number of employees per most recent two years tax returns
7. Copy of Form W-3 Transmittal of Wage and Tax Statements
8. Copy of Form 1096 Annual Summary and Transmittal of U.S. Information Returns
9. Number of Independent Contractors
10. List of actual operating expenditures between January and March 2020

Corporation

1. Copy of last two years of Corporation tax returns
2. Copy of Articles of Incorporation
3. Listing of Board of Directors
4. Copy of W-9
5. Number of employees per two most recent tax returns
6. Copy of Form W-3 Transmittal of Wage and Tax Statements
7. Copy of Form 1096 Annual Summary and Transmittal of U.S. Information Returns
8. Number of Independent Contractors
9. List of actual operating expenditures between January and March 2020

Limited Liability Company should include a copy of Articles of Organization and follow the above criteria in which the business has elected to file income tax for the past two years.