



## REQUIRED BUSINESS DOCUMENTATION

**You must submit all required documentation (unless otherwise indicated) with your application.  
Applications with missing documentation will take longer to process.**

TYPE	DETAILED DESCRIPTION	RECOMMENDED FILE NAME FOR UPLOADING
Owner identification	Owner's Current Photo Identification; one of the following MUST BE VALID: <ul style="list-style-type: none"> <li>• Virginia Driver's License</li> <li>• VA Real ID</li> <li>• Resident Alien Card</li> <li>• Passport</li> </ul>	Owner ID – [BUSINESS NAME]
State Tax Form <i>(required to distribute the grant award)</i>	<ul style="list-style-type: none"> <li>• <a href="#">Commonwealth of Virginia's Substitute W-9 Form</a></li> </ul> <p><i>*Note the W-9 must include a <a href="#">DUNS Number</a>. The form must be filled out completely. It must match the information on the application and must be <b>either signed and scanned or electronically signed using Adobe Fill &amp; Sign, Docusign or similar signature program.</b></i></p>	Virginia W9 – [BUSINESS NAME]
Entity, place of business or organization type and identification	<ul style="list-style-type: none"> <li>• Only required for: 501c3, 501c7 or 501c19 organizations;</li> <li>• Applicant should provide, as applicable:               <ul style="list-style-type: none"> <li>○ IRS Letter of Determination</li> <li>○ Certificate of Fictitious Name</li> </ul> </li> </ul>	IRS Determination Letter – [BUSINESS NAME] Owner ID – [BUSINESS NAME] Certificate of Fictitious Name – [BUSINESS NAME]
Revenue identification	<ul style="list-style-type: none"> <li>• Complete filed copy of 2019 Federal Income Tax Return</li> <li>• Interim 2020 YTD Income Statement</li> <li>• If 2019 Federal Income Tax Return has not been filed, submit a year-end internally prepared Income Statement for 2019</li> </ul>	2019 Federal Tax Return – [BUSINESS NAME] 2020 YTD Income Statement – [BUSINESS NAME] 2019 Income Statement – [BUSINESS NAME]



## REQUIRED DOCUMENTATION – ELIGIBLE EXPENSES

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Eligible Operating Expenses	Required Verification Document	Recommended File Name
Payroll support including employee salaries, paid sick leave, medical leave, or family leave, and costs associated with the continuation of group health care benefits during those periods of leave	<p>The following are considered acceptable supporting documentation, if you are requesting payroll reimbursement:</p> <ul style="list-style-type: none"> <li>• Most recent Virginia Employment Commission Quarterly Report: FC21/20 <a href="http://www.vec.virginia.gov/employers/VEC-FC-2120">http://www.vec.virginia.gov/employers/VEC-FC-2120</a></li> <li>• Most recent Payroll Processing Records</li> <li>• Form 1099-MISC</li> <li>• Form 1040-ES <u>with</u> Worksheet</li> <li>• Other documentation to substantiate payroll</li> <li>• For Sole Proprietors Only: 2019 Tax Return showing gross income</li> </ul>	Payroll Documentation – [BUSINESS NAME]
Mortgage payments	Most recent Business Mortgage statement	Mortgage Documentation – [BUSINESS NAME]
Rental or Lease Payments	Current Rent or Lease Agreement for business location	Rent or Lease Agreement – [BUSINESS NAME]
<p>Eligible Utilities:</p> <ul style="list-style-type: none"> <li>• Electricity</li> <li>• Gas</li> <li>• Water/Sewer</li> <li>• Telephone</li> <li>• Internet service</li> </ul>	For each type of utility the business is requesting a reimbursement for, you must attach the most recent utility statement from the biller. Proof of payment will not be sufficient.	[Type of Utility] Documentation – [BUSINESS NAME]
Principal and Interest Payments for business loans incurred prior to, or during the COVID-19 emergency	Most recent monthly statement for business loans	Business Loan Documentation – [BUSINESS NAME]
COVID Related Expenses – (applicants who received CARES Act funds are not eligible for reimbursement of these expenses under the Rebuild VA Grant)	<ul style="list-style-type: none"> <li>• Paid invoices</li> <li>• Contracts</li> <li>• Cancelled checks</li> </ul>	COVID Related Expenses Documentation – [BUSINESS NAME]