

Checklist for Documents to Complete the Florida Small Business Emergency Bridge Loan COVID-19

- Complete all required fields in the application (those with a red *).
- Supply all required supporting documentation:
 - Business Tax Returns – At a minimum, copies of the previous two years federal income tax returns for the applicant business, including all schedules.
 - Employer Tax Documentation, i.e., IRS Form 941, IRS Form, IRS Form W-2s and/or IRS Form 1099-MISC for a minimum of two employees.
 - Individual Tax Returns: At a minimum, copies of the previous two years federal income tax returns (IRS Form 1040 and all schedules).

Applicant may also provide the following additional information to assist the loan committee in making an informed loan decision:

- Interim financial statements (profit & loss) for the current year-to-date.
- Additional filing requirements providing monthly sales figures.
- Explanation of credit report concerns and issues.

Other documents that may be included in the application:

1. Valid ID for each owner.
2. Current county business license.
3. Previous 6 months bank statements of all business accounts.
4. Income statement from the previous three years.
5. Personal financial statements of owner(s).
6. Business financial statements of owner(s).
7. Business liability policy.
8. Listing of all outstanding liabilities.
9. Credit check authorization.