**DOCUMENTS REQUIRED FOR APPLICATION**

1. Scanned copy of the front of the business owner or principal’s driver’s license or state identification card. **(Required)**
2. Completed and signed W-9 form for business.  ([W-9 form for business.](https://www.irs.gov/pub/irs-pdf/fw9.pdf)) Note: the W-9 DBA, Tax ID Number (or Social Security Number for sole proprietor), and Mailing Address for Grant Check must match entries in General Information section of the application. **(Required)**
3. St. Lucie County [Direct Deposit Authorization Form](https://recoverstlucie.org/wp-content/uploads/2021/04/Business-Assistance-Grantee-Direct-Deposit-Authorization-03262021-4.pdf) (required to enable payment).
4. Copy of Voided Check for Business (Required)
5. (Required) Copy of “active” state business registration from Florida Division of Corporations (SunBiz) showing the business was operating prior to December 31, 2019.  Search by “Entity Name” [here](http://search.sunbiz.org/Inquiry/CorporationSearch/ByName) (use full legal business name as depicted on your Business Tax Receipt or Sunbiz), select listing with “Active” status;

OR

If not required to register with the Florida Division of Corporations, attach documentation showing the business was operating prior to December 31, 2019.  Examples may include certification from the Florida Department of Business and Professional Regulation or certification/licensure from Department of Health.

1. Income Tax Return For Your Business Type (Required)

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| **Individual (Sole Proprietors and individual/single-owner LLCs)** | **Corporations (C-Corps, S-Corps, corporate Limited Liability Corporations (LLCs))** | **Partnerships** |
| Complete 2019 Schedule C Form 1040 and Schedule C (Form 1040), 2020 if filed | Complete 2019 Corporation Income Tax Return (Form 1120 or Form 1120S), 2020 if filed | Complete 2019 Return of Partnership Income (Form 1065), 2020 if filed |
| For Childcare Business, also include a Form 8829 |  |  |

1. A Business-related expenses submitted for reimbursement are required to be due to COVID-19 impact.
2. Provide copies of bills, invoices, statements (not bank statements), proposals or receipts for eligible reimbursable COVID-19 related business expenses between March 1st and submission date of application.  Past-due, unpaid bills may be included and proposals from contractors for COVID-19 related safety measures may be applicable. **These must exclude expenses covered by insurance or reimbursement from any federal program. Within the application you will be required to list and document these expenditures.**(Required)

You will type in the total square footage of space used for your business

You will type in the total square footage of your entire home.

Note: A maximum of 300 s.f. will be permitted toward business use of home.

1. Lease or mortgage. If seeking reimbursement for rent or mortgage, you must provide a copy of an executed lease or lease statements or mortgage statements for the months for which you are seeking reimbursement.
2. Copy of a business lease (if applicable) AND a utility bill showing the physical location of the business. (Required)
3. 2020 – 2021 St. Lucie County Local Business Tax Receipt (Required).
4. 2020 – 2021 City Local Business Tax Receipt if your business is located if in the City of Fort Pierce, City of Port St. Lucie or the Town of St. Lucie Village. (Required, if applicable)
5. For Short-Term Lodging establishments and vacation rental management companies that collect and remit Tourist Development Tax, tourist development tax receipt or cancelled check for last monthly or quarterly payment made. (**\*\*\* Not required of all applicants**)