



## COVID-19 Microenterprise Stabilization Program (MicroE) Application Checklist

**Required Attachments:** Attach copies of the supporting documentation to the completed MicroE Application Form in the order listed below.

### General

- \_\_\_ Applicant's Driver's License or State-Issued Photo ID
- \_\_\_ MicroE Conflict of Interest Disclosure
- \_\_\_ MicroE Certification Form
- \_\_\_ MicroE Consent and Release Form

### Income Eligibility

- \_\_\_ MicroE Income Certification Form
- \_\_\_ Personal 2018 Federal Tax Return for all adults in applicant's family filing separately

### Business Eligibility

- \_\_\_ Business 2018 Federal Tax Return (2019 return for business established in 2018)
  - \_\_\_ Schedule C, Form 1040 Profit or Loss from Business (sole proprietorship, SMLLC)
  - \_\_\_ 1120 (C corporation)
  - \_\_\_ 1120 S (S corporation)
  - \_\_\_ 1065 (partnerships (LLP, LP) and limited liability companies (LLC))

### Microenterprise Eligibility

- \_\_\_ Copy of payroll for week ending 3/7/2020\*
- \_\_\_ Copy of payroll for last full pay period prior to the date of application\*
- \_\_\_ *Optional:* State Income Tax Withholding Form RI-941 (# of employees will reflect any turnover)
- \_\_\_ If no payrolls are available, a copy of the business bank statements from March 2020 through the date of application

\*If business uses 3<sup>rd</sup> party payroll provider, 3<sup>rd</sup> party payroll must be provided

### COVID Losses

- \_\_\_ Receipts from impacted period (including March 2020)
- \_\_\_ Receipts from same period (including March) in 2018
- \_\_\_ Receipts from same period (including March) in 2019
- \_\_\_ *Optional:* Documentation of canceled orders/jobs
- \_\_\_ *Optional:* Closure notice to clients/customers