



Small Business Emergency Assistance Loan Program (Phase 2)

Financial Information Checklist

Company formation documents

- [Click here](#) for an example of what it looks like
- [Click here](#) on how to obtain one.
- [Click here](#) for those businesses who have not yet filed a formation document.
- If you have a formation document, [click here](#) for how to print it.

Not-For-Profit Entities: Certificate of Formation and IRS Non-Profit Determination Letter

2020 signed business tax return:

- If your 2020 tax return is on extension, please provide a copy of the extension and your 2019 business tax return.
- If you started operating in 2020 and your tax return is on extension, please provide a copy of the extension and a management or CPA prepared financial statement.
- If you started operating in 2021, please provide a management or CPA prepared financial statement.

Not-For-Profit Entities:

- Two consecutive years of CPA Prepared Financial Statements or Form 990 (2019-2020). If you have not been in business for two years, provide as many years as you have been in operation for and filed.

Information about the employees that work for your business or organization. Each employee should be listed using the Employee Information Worksheet provided below:

[Click here](#) for the worksheet

If a Trust owns any percentage of the company, please provide a copy of the trust agreement

Did you apply for any of the following?

- SBA Paycheck Protection Program (PPP)
- SBA Small Business Association Economic Injury Disaster Grant (EIDG)
- SBA Economic Injury Disaster Loan (EIDL)
- NJEDA Small Business Emergency Assistance Loan
- NJEDA Small Business Emergency Grant Assistance
- Other Federal, State or Local Assistance

If so, you will need to provide:

- A copy of the note/loan agreement (if closing has already occurred).
- A copy of the approval notice (if closing has not already occurred).
- Any documentation that proves the term was adjusted or the loan forgiven.

Not-For-Profit Entities:

Schedule of Debt

- [Click here](#) for the form

Based on how you intend to use the loan, you should be prepared to provide the listed documentation :

- Inventory * - Invoices demonstrating the cost of that inventory
- Rent - Executed lease, including extensions and/or amendments
- Mortgage - Recent statements/invoices
- Payroll * - Payroll reports/ledger, Form 941 or Form 940
- Utilities * - Recent bills
- Personal protective equipment * - Invoices demonstrating the cost of that PPE
- Furniture, fixtures and equipment - Estimates/invoices demonstrating the cost of that F,F&E

***3 consecutive months of support are required for variable expenses (if you have not been in business for more than 3 months, please provide support for as many months as you have been in operation for)**