

# Application Checklist



Completed application, including all requested information  
Commercial Lease or Deed  
MS Secretary of State formation documents  
IRS Employee Identification Number  
Most recent Tax Returns (including Schedule C) (2019 & 2022)



Year to Date Profit & Loss Statement  
Copy of Payroll for December 2022  
Most recent payroll (at the time of application)  
Current Business (Privilege License) from the City of Jackson  
Proof of expenses (rent, mortgage, and utility), real property taxes,  
and structural Insurance



Invoice  
Duns Number  
Proof of Location in a Qualified Census Tract (COJ will verify)  
• 4906-T Form - (Request for Transcript and Taxation) Proof  
of Insurance if located in a flood zone.



Color Photograph of business location, including signage  
Certification of Criminal/Credit Background  
Conflict of Interests Certification  
Certification of Non-Duplication of Benefits  
Debarment Acknowledgement Statement



Low-Moderate Income (L MI) Clientele Income Declaration  
Reimbursement Request Form  
Picture ID  
Image Release Form