

APPLICATION CHECKLIST:

- Completed application with all requested information
- Deed or Commercial Lease
- Business Registration with MS Secretary of State
- IRS Employee Identification Number
- Most recent Tax Returns (including Schedule C) (2019, 2021 & 2022)
- Payroll for December 2022
- Most recent payroll (at the time of application)
- Current Business License from the City of Jackson
- Proof of expenses (rent/mortgage, payroll, and utilities) - from January 1, 2022, through December 31, 2022
- Reimbursement Request Form
- Invoice (requesting reimbursement)
- Duns Number
- Proof of Location in a Qualified Census Tract - https://www.Huduser.Gov/Portal/Sadda/Sadda_Qct.Html
- If located in a Flood Zone, proof of Insurance is required
- Color Photograph of the business location, including signage
- Conflict of Interest Certification Statement
- Certification of Non-Duplication of Benefits
- LMA Declaration