

# 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 (LMI) Clientele Income Declaration
- Reimbursement Request Form
- Debarment Acknowledgment
- Picture ID
- Image Release Form