

Travis County's TCTX Thrive Small Business Program



Checklist of Required Documents for All Applicants

The following checklist provides the documentation you will need if you are eligible to complete a TCTX Thrive Small Business Program application. Please begin to start gather this information in preparation of your application.

- _____ Photo Identification of Business owner applicant
- _____ Certificate of Incorporation/Formation or Assumed Name Certificate from Travis County
- _____ Account Status with Texas Comptroller's Office (lookup at <https://mycpa.cpa.state.tx.us/coa/>)
- _____ 2019 Business Tax Return (all pages, no redactions)
- _____ 2019 Personal Tax Return (all pages, no redactions) for all owners 20% or more
- _____ Business Bank Account Statement for June 2020 (all pages, no redacted)
- _____ Business W-9 form (download a blank form at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- _____ Signed TCTX Thrive Program General Disclosure
- _____ Signed Affidavit confirming status as a women owned, minority owned and/or Section 3 business concern.
- _____ Signed Disclosure of full time and part time employees as of March 1, 2020.
- _____ Completed Pre-Application Eligibility Determination
 - BCL will verify this was completed through online questionnaire or paper submission of Pre-Application Eligibility Questionnaire form. You will not need to resubmit.

Note: additional requests for required documentation may be needed if information provided is not completed correctly