



Pflugerville Cares: Round 2 Required Documents Checklist

The following checklist provides the documentation you will need to complete the Pflugerville Cares Small Business Program application.

- Copy of Driver's License, Passport, or Military ID for all owners
- Proof of Business Incorporation/Formation from the Secretary of State for LLC's and Corporations, Assumed Name or Doing Business As (DBA) Certification for Sole Proprietors and General Partnerships
- Estimated Disaster Economic Injury Worksheet (available as template on Documents Tab in ZoomGrants)
- Three Years Business Tax Return (all pages, no redactions).
 - 2019 Business Tax Returns (all pages, no redactions)
 - 2020 Business Tax Returns (all pages, no redactions)
 - 2021 Business Tax Returns (all pages, no redactions) If 2021 Business Tax Return is not available, business must provide:
 - Proof of 2021 Tax Return extension
- Business Bank Statements for March 1, 2020 – March 31, 2022 (all pages, no redactions)
- 2020 Quarterly Profit and Loss Statements (available as template on Documents Tab in ZoomGrants)
- 2021 Quarterly Profit and Loss Statements (available as template on Documents Tab in ZoomGrants)
- IRS W-9 form (available as a template on Documents Tab in ZoomGrants)
- Signed Pflugerville Cares Small Business Grant Program General Disclosure (available as template on Documents Tab in ZoomGrants)

For Business with more than 14 Full Time Equivalent (FTE) employees:

- Payroll processing report as of last payroll period ending April 30, 2022
- IRS 941 for Quarter 2, ending March 31, 2022