

# Sarasota County CARES

Coronavirus Aid, Relief and Economic Security (CARES) Act  
U.S. Treasury Coronavirus Relief Fund (CRF)

## Required Documents for Business Assistance

- 1. You must provide a separate individually executed and witnessed Citizenship, Criminal History, & Bankruptcy Certification Form for every for-profit business owner or not-for-profit board member of the applicant entity applying for this grant.**  
You must download the [Citizenship, Criminal History, & Bankruptcy Certification Form](#) located at [www.scgov.net/CARES](http://www.scgov.net/CARES) and have each individual for-profit business owner or not-for-profit board member fill in and personally execute the form, and then upload all such completed and signed forms to this application.
- 2. Drivers license or government-issued photo identification for all for-profit business owners or all not-for-profit board members, as applicable.**
- 3. Active State Business Registration from the Florida Division of Corporations OR Operating Verification Documentation.**  
Go to [this website](#): <https://dos.myflorida.com/sunbiz/search/>, search by "Entity Name" using full legal business name, select listing with "Active" status and attach most recent filing.  
For businesses not required by law to register with the Florida Division of Corporations, attach documentation showing the business was operating prior to March 1, 2019, and meets all applicable regulatory requirements from Sarasota County or the municipality in which it is located in Sarasota County.
- 4. Sarasota County business tax receipt or a copy of your online receipt (updated and current).**  
Businesses not required to register with the state of Florida may access their Sarasota County Occupational License/Business Tax Receipt form from the [Business Tax Account Search](#) website located at <https://fl-sarasota.publicaccessnow.com/BusinessTax.aspx>.
- 5. IRS W-9 Form, Version October 2018.**  
Your IRS W-9 must be completed and signed, and the principal business address must match business registration and entries in the "Business Information" section of this application.  
You may get a blank form at the [Form W9 website](#) located at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please make sure to print, complete, sign and scan before uploading the form.
- 6. Payroll documentation (W-3 Summary, IRS Form 941 or Sole Proprietor Statement).**  
For sole proprietors, download, complete and attach a [Sole Proprietor Employee Statement](#) located at [https://benevate.blob.core.windows.net/sarasotacountyfl-public/Sarasota-County-CARES\\_Sole-Proprietor-Employee-Form.pdf](https://benevate.blob.core.windows.net/sarasotacountyfl-public/Sarasota-County-CARES_Sole-Proprietor-Employee-Form.pdf) stating that the business owner is the sole proprietor with no additional employees or subcontract workers.  
For businesses with two or more employees, a copy of any of the following: 2019 IRS Form W-3 Summary or the most recent IRS Form 941 showing the number of employees at time of this application.  
For businesses that have an employee count greater than 100 employees, a copy of any of the following: 2019 W-3 Summary or the most recent IRS Form 941 showing the number of employees at time of this application.
- 7. Profit and Loss Statement for 2019 and Profit and Loss Statement for 2020**  
You will be required to upload Profit and Loss Statements from March 1 to date, no later than Dec. 15 for both 2019 and 2020, to demonstrate a negative financial impact due to COVID-19.
- 8. Active Municipality Business License from the Department of Business Professional Regulation (DBPR), if applicable.**  
Department of Business Professional Regulation (DBPR) [License Search](#) website located at <https://www.myfloralicense.com/wl11.asp?mode=0&SID>.

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- 9. Employee count verification, if applicable.**  
If your business has more than 100 employees (per 2019 IRS Form W-3 Summary or IRS Form 941), you will be required to attach a payroll register for the same time period as the 2019 IRS Form W-3 or IRS Form 941 with the FTE calculation.
- 10. DBA/Fictitious Name Registration, if applicable.**  
To get your State of Florida Business Filing or DBA/Fictitious Name Registration go to the [Sunbiz](https://dos.myflorida.com/sunbiz/search/) website located at <https://dos.myflorida.com/sunbiz/search/>. Search your company name and save the document as a .pdf. You will need to attach the document to this application.
- 11. Proof of signatory authority, if applicable.**  
This will be required if the applicant is not listed on the Citizenship, Criminal History, and Bankruptcy Certification Form as a business owner or board member in order to demonstrate that the individual signing and submitting this online application has proper signatory authority to legally bind the entity submitting the application (such as a Delegation Resolution).
- 12. 501(c)(3) or 501(c)(6) Budget, if applicable.**  
If you are a 501(c)(3) or 501(c)(6), you will be required to provide the board-approved, detailed budget for the entity, as of March 27, 2020.
- 13. List of other funding assistance received, if applicable.**  
If you received any other local, state, federal, or private funding related to COVID-19, you will be required to provide documentation showing that you have applied for or received funding, as noted in the "COVID-19 Impact" section of this application. This includes loan/grant documents for each agreement entered into and documentation demonstrating how funds have been or will be spent with a detailed accounting.
- 14. Required documentation for demonstrated business impact due to COVID-19 (all applications).**  
You must provide one of the following:  
Sales tax records for 2019 and 2020 from March 1 to date, no later than Dec. 15 for both 2019 and 2020.  
IRS Form RT-6 to demonstrate staff reductions – Florida Department of Revenue Employers Quarterly for first and second quarters of 2019 and 2020.  
Reduction of contract revenue/loss of contract.
- 15. Required documentation for home-based businesses.**  
For home-based businesses, you will be required to provide IRS Form 8829 to demonstrate expenses for business use of your home.
- 16. Required documentation for eligible rent expenses**  
For eligible rent expenses, you must provide either: (1) a complete copy of the entity's current and fully executed lease that includes business or applicant's name(s), amount of rent, and the beginning and ending date of lease, **OR** (2) a rental statement from your landlord that includes the business or applicant's name(s), amount of rent paid, and the beginning and ending date of rental period for which you are requesting reimbursement. You must also provide canceled checks/bank statements or rent receipts.

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- 17. Required documentation for eligible mortgage expenses**  
For eligible mortgage expenses, you must provide a mortgage statement from lender of amount paid by month, detailing any escrow amounts to determine the amount excluded from reimbursement under this program for real estate taxes.  
For eligible mortgage expenses, you must provide a verification of ownership from the Property Appraiser's website **AND** canceled check(s)/bank statement(s) from the period for which you are requesting reimbursement.
- 18. Required documentation for eligible utilities expenses**  
For eligible utilities expenses, you must provide complete utility bill(s) (online record with service address that must match business registration address and entries in the 'Business Information' section of this application).  
For eligible utilities expenses, you must provide canceled check(s)/bank statement(s), **OR** proof of payment from the period for which you are requesting reimbursement.
- 19. Required documentation for eligible payroll expenses NOTE: Bonuses are considered ineligible payroll expenses.**  
For C-Corporations, Limited Liability Corporations, S-Corporations, 501(c)3, and 501(c)6 entities requesting reimbursement for eligible payroll expenses, you must provide your payroll register (employee wages, employer tax liabilities, and contributions) **OR** your Professional Employer Organization (PEO) Statement for Business (employee wages, employer tax liabilities and contributions, and payroll processing fees).  
For C-Corporations, Limited Liability Corporations, S-Corporations, 501(c)3, and 501(c)6 entities requesting reimbursement for eligible payroll expenses, you must provide IRS Form 941 (March-current, at date of application), OR IRS Form RT-6.  
For sole proprietors requesting reimbursement for eligible payroll expenses, you must provide your 2019 IRS Form 1040 and related schedules and forms.  
For partnerships requesting reimbursement for eligible payroll expenses, you must provide IRS Form K-1.  
For sole proprietors **AND** partnerships requesting reimbursement for eligible payroll expenses, you must provide your payroll register (employee wages, employer tax liabilities, and contributions) **OR** your Professional Employer Organization (PEO) Statement for Business (employee wages, employer tax liabilities and contributions, and payroll processing fees), if applicable.
- 20. Required documentation for all other eligible expenses due to COVID-19. NOTE: All receipts should clearly identify the purchase date and detailed account of goods/services purchased.**  
All requests must have been incurred as a result of COVID-19 between March 1, 2020, to date (no later than Dec. 15, 2020). If additional information is required to clearly identify that the request has been incurred as a result of COVID-19, please upload a narrative to explain the nature of the expense.  
For eligible PPE expenses, you must provide dated, detailed invoice(s) for goods/services, **AND/OR** detailed proof of payment for goods/services.  
For eligible COVID-19 testing expenses, you must provide dated, detailed invoice(s) for goods/services, **AND/OR** detailed proof of payment for goods/services.  
For eligible marketing and/or inventory (of perishable items only) expenses related to reopening, you must provide dated, detailed invoice(s) for goods/services, **AND/OR** detailed proof of payment for goods/services.  
For eligible supplies and equipment expenses necessary for protecting customers or employees, facilitating social distancing, or otherwise adapting the business to COVID-19, you must provide dated, detailed invoice(s) for goods/services, **AND/OR** detailed proof of payment for goods/services.