



Required Documents Checklist - NM CARES Small Business Continuity Grant

If you are applying Online: In order to avoid application timeout and loss of work, please make sure you have all required documents ready to upload BEFORE starting your application.

Submitting a paper application: Deliver completed application with all required documents attached – **and organized in this order** – to the Chamber office: 105 E Grand Ave.

DOCUMENTS REQUIRED FOR SECTION 3:

Eligible Expenses w/ Documentation - Check any categories you applied for and confirm all required documentation (receipts/invoices AND proof of payment) are organized and attached to the application.

Please organize and attach all documents in order by category. You can only request reimbursements for expenses paid for between March 1, 2020 and December 15, 2020.

- | | |
|---|---|
| <input type="checkbox"/> Non-Owner Employee Payroll | <input type="checkbox"/> Reconfiguring Physical Space |
| OR <input type="checkbox"/> Payroll register (for months you're requesting reimbursement) | <input type="checkbox"/> Invoice/receipt AND <input type="checkbox"/> Proof of payment |
| <input type="checkbox"/> Proof of payment | <input type="checkbox"/> Installing plexiglass barriers |
| <input type="checkbox"/> Rent | <input type="checkbox"/> Invoice/receipt AND <input type="checkbox"/> Proof of payment |
| <input type="checkbox"/> Invoice/receipt AND <input type="checkbox"/> Proof of payment | <input type="checkbox"/> Purchasing web-conferencing or other technology to facilitate work-at-home |
| <input type="checkbox"/> Mortgage Payments | <input type="checkbox"/> Invoice/receipt AND <input type="checkbox"/> Proof of payment |
| <input type="checkbox"/> Invoice/receipt AND <input type="checkbox"/> Proof of payment | <input type="checkbox"/> PPE for employees |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Invoice/receipt AND <input type="checkbox"/> Proof of payment |
| <input type="checkbox"/> Invoice/receipt AND <input type="checkbox"/> Proof of payment | <input type="checkbox"/> Temporary structures to mitigate the spread of COVID-19 |
| <input type="checkbox"/> Utilities | <input type="checkbox"/> Invoice/receipt AND <input type="checkbox"/> Proof of payment |
| <input type="checkbox"/> Invoice/receipt AND <input type="checkbox"/> Proof of payment | |
| <input type="checkbox"/> Marketing | |
| <input type="checkbox"/> Invoice/receipt AND <input type="checkbox"/> Proof of payment | |

Additional Required Documents - SECTION 4:

- Most recent CRS-1 form (with gross receipts and GRT remittance figures redacted)
If not attached, please explain why: _____
- Signed** IRS [Form W-9](#) (click this link or find a copy included on page 10 of paper application)
- First page only of business' 2018 or 2019 Internal Revenue Service Business Tax Form First page only of 2019 business' Internal Revenue Service Business Tax form based on the tax structure of the business (2018 tax form will be accepted if 2019 has not yet been filed):
 - Corporation Income Tax Return - Form 1120,
 - Income Tax Return for an S Corporation - Form 1120-S;
 - Return of Partnership Income - Form 1065;
 - Individual Tax Return Form 1040 Schedule C Profit or Loss from Business
 - Return of Organization Exempt From Income Tax - Form 990, 990-EZ, 990-N

Sole Proprietors and Partnerships will also need:

- Screenshot of 'Account in Compliance' from [NM Taxpayer Access Point](#) (Log in at tap.state.nm.us and click on the "Flags" tab.)
- Not applicable (business is not a sole proprietor or partnership)*

Corporations, non-profits and LLCs will also need:

- New Mexico Secretary of State current certificate of good standing - Find it at: <https://portal.sos.state.nm.us/BFS/online/> Use "Business Search" and follow the prompts to search. When you get to the screen with your business information, print screen/save it as a PDF and upload it to the application.
- Not applicable (business is not a corporation, non-profit or LLC)*

Businesses with employees will also need:

- Payroll register from March 1, 2020 Most recent payroll register
- Employers Quarterly Wage & Contribution Report - [Schedule A and B on Form ES903A](#) - for December 31, 2019. (Redact SS#'s)
- Employers Quarterly Wage & Contribution Report - [Schedule A and B on Form ES903A](#) - for June 30, 2020. (Please redact SS#'s)
- Not applicable (business doesn't have employees)* (Click these links to view an example of the Form ES903A)