

**Maryland Department of Commerce COVID19 Emergency Loan Relief Fund**  
**Application Checklist\***

	<b><u>Information/Documentation Required for Application</u></b>
	Company Legal Name
	Amount of Request (Cannot exceed three months of cash operating expenses)
	Explanation as to how COVID-19 has impacted your business/purpose of the grant
	Documentation evidencing business disruption (ex. Reduced sales, inability to pay fixed debt expenses)
	Financial statements from the prior two (2) years of operations and any current interim statements
	W-9 IRS Form (can be downloaded from the IRS website or from the link in the application)
	Business Address
	Tax ID Number
	Social Security Number of Applicant
	Unemployment Insurance Number
	Primary contact name/title
	Primary Contact phone number/email address
	Legal form of business (ex. Corporation, LLC, Partnership)
	Six (6) Digit NAICS Code (check Small Business Size Standards document if unknown)
	Date of company's fiscal year end
	Date company was founded
	State of company headquarters
	If incorporated outside of Maryland, date qualified/registered to do business in Maryland
	Nature of Business

\* This information and documentation should be gathered prior to commencing the application process.