



# Bexar County COVID19 Small Business Grant Fund

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## Bexar County Small Business COVID19 Grant Relief Document Checklist:

Number	Item	Description	Gathered/Ready
1	Business Entity Formation Document	Document from Bexar County and/or Secretary of State with date of formation (August 1, 2019)	
2	Business Tax Return 2018 or 2019 for self-employed Schedule C Form 1099	2018 Tax Return Completed or 2019 Tax Return Completed/Stated	
3	Business Bank Statements	January- April Business Bank Statements	
4a	Employers: List of Employees from Payroll System 2019	Payroll System Generated	
4b	2019 Quarter 1-4 IRS 941 form	Submitted 941	
5a	List of Employees from Payroll System 2020	Payroll System Generated	
5b	2020 Quarter 1 IRS 941 form	Submitted 941	
6	Current State or Federal Identification	Current State or Federal ID, not expired (February 2020)	
7	Proof of business address	Billing verifying business address	
8	Business Bank ACH Routing Information	LiftFund provides fund after grant agreement is signed by applicant within 5 business days	

**For Business Entity Information for DBA use:**

Partners can look up DBA here <https://bexar.tx.publicsearch.us/>. It's free and no account needed to look up records, however, you can't download the files without an account. If not going to use account, screen shots are okay.

**For Business Entity Information for Secretary of State:**

Partners can check if an LLC or corporation is registered and in good standing through the comptroller's office. The site is: <https://mycpa.cpa.state.tx.us/coa/>. No account needed and no fees, however, this is not sufficient proof of business registration for the purpose of the app.

Sign up for an account with Secretary of State here: <https://direct.sos.state.tx.us/acct/acct-login.asp>

Once you have an account, it costs \$1/pull. If you mistype a business name in the search, that costs a \$1 and then you have to pay again when you do the corrected search, so pay close attention when typing in the business name.

IN addition to the account creation, a person can create a temporary log in for one time look-ups <https://direct.sos.state.tx.us/acct/acct-templogin.asp>. Partners can send clients a link to do it on their own.