



Small Business Grants Checklist

Free language assistance:

If you would like language assistance with the online application, call the Oregon Business Recovery Center at 503-682-0411 or email BRC@wilsonvillechamber.com. We will provide language translation services at no cost to you.

Items you will need to fill out the application:

- Employer identification Number (EIN) or Social Security Number (used for filing your business taxes).
- Oregon Secretary of State Business Identification Number (BIN). You must have a current registration with the Oregon Secretary of State, including if you are a Sole Proprietor.
 - Check your registration: <https://sos.oregon.gov/business/pages/find.aspx>
 - Register or renew your business: <https://sos.oregon.gov/business/Pages/register.aspx>
- NAICS Code. Your NAICS code identifies your business industry. You can find your NAICS code on your tax documents or look it up here: <https://www.census.gov/naics/>
- Total number of FTE Employees. Part-time employees are counted as .5 FTE each.
- Copy of your CURRENT government issued ID (front and back). **[REQUIRED FOR ALL BUSINESSES]**
- Copy of your 2019 Tax documents. **[REQUIRED FOR ALL BUSINESSES]**
 - LLC's and Sole Proprietors, attach Form 1040: Schedule C
 - Registered Corporations, attach Form 1120
 - Registered Partnerships, attach Form 1065
- A description of how COVID-19 negatively impacted your business.
- Find out if your business was "Disproportionately Impacted." More info: www.oregonbrc.org/faqs
See "Am I a "Disproportionately Impacted" business?"
- Documentation of how COVID-19 financially impacted your business **[NOT REQUIRED if you are a "Disproportionately Impacted" business]**. You are only required to **choose ONE method**.
 - Method 1: Decline in Revenues (documentation: Tax documents)
 - Method 2: Increased Payroll Costs (documentation: Payroll reports or Accounting documents)
 - Method 3: FTE Losses (documentation: Payroll reports or Accounting documents)
 - Method 4: Increased Cost of Goods Sold (COGS) (documentation: COGS reports)
- The dollar amounts of publicly funded, COVID-19 small business assistance you have received. More info: www.oregonbrc.org/faqs See "Where can I go to check if my business received previous federal COVID-19 relief?"