

**NYC Small Business Continuity Loan Program – Inquiry Form Document Checklist**

Please note that this is the first step of the process to apply for the NYC Small Business Continuity Loan. Once the business has completed the SBS inquiry form and is deemed eligible for the loan, they will be forwarded a link to the lender’s online application. The second step of the process will require the business to complete the lender application as well as provide additional financial documents and authorize a personal credit pull.

<b>Document</b>	<b>Why we need this</b>	<b>Documents accepted</b>
<b>Signed participation affidavit</b>	Verification that the business meets loan eligibility guidelines	Please refer to template
<b>Revenue statements for two consecutive months in 2020</b>	Documentation of revenue following COVID-19 impact	One or more of the following for the entire impacted period: point-of-sales reports or screenshots, sales reports (demonstrating fees collected or earned income), bank statements, transaction level data from banks, quarterly sales tax filings, profit & loss statements for two consecutive months in 2020
<b>Revenue statements for the same two consecutive months in 2019</b>	Comparison of typical operating revenue to verify loss of revenue as a result of COVID-19	One or more of the following for the same two months in 2019: point-of-sales reports or screenshots, sales reports (demonstrating fees collected or earned income), bank statements, transaction level data from banks, quarterly sales tax filings, profit & loss statement for two consecutive months in 2019
<b>Annual revenue statements for 2019</b>	Comparison of typical operating revenue to verify loss of revenue as a result of COVID-19	One or more of the following for total 2019 sales: point-of-sales reports or screenshots, sales reports (demonstrating fees collected or earned income), bank statements, transaction level data from banks, quarterly sales tax filings, profit & loss statement, 2019 Tax Returns (all pages)
<b>Proof of NYC location</b>  <i>Only required if business location is not documented in any of the other supporting documents</i>	To verify that the business is located within the five boroughs of New York City	Signed federal tax form 1120 or signed copy of lease agreement, or 3 months of operational bills