

CHECKLIST FOR MILLCREEK TOWNSHIP SMALL BUSINESS RETENTION LOAN APPLICATION

1. BEFORE SUBMISSION OF YOUR LOAN APPLICATION, WE NEED TO VERIFY THAT YOU ARE ELIGIBLE: YOU AND YOUR BUSINESS MUST MEET ALL OF THE FOLLOWING CRITERIA:

- Business must be physically located in Millcreek Township, PA.
- Your business is not home-based
- Business owner must have primary residence located in Erie County, PA.
- Business must have been in continuous operation in Millcreek Township, PA since March 1st, 2017.
- Business must have not more than 25 full-time-equivalent employed positions at the location.
- Business must be able to demonstrate economic hardship of a loss of revenue of 25% or more in Fiscal Year 2020 compared to Fiscal Year 2019.
- Business must be in good standing with Millcreek Township, Erie County, and the Commonwealth before funds may be awarded. Considerations for good standing for Millcreek Township include outstanding taxes owed to Millcreek Township, outstanding code violations at the business location or issued to the owner of the business, and all permits or licenses issued by the Township being current and active.
- Business must be in compliance with State and County health codes.

2. IF YOU MEET ALL CRITERIA IN #1, YOU WILL NEED THE FOLLOWING GENERAL INFORMATION TO SAVE YOUR APPLICATION. PLEASE GATHER THIS INFORMATION *BEFORE* PROCEEDING.

- EIN/SSN
- Date that the business was established
- Ownership structure
- Contact information for each primary (20%+) owner
- Gross sales from last year
- Net earnings from last year
- Total number of full-time equivalent employees
- Monthly fixed expenses
- Reason and purpose for the loan

3. ONCE YOU HAVE COMPILED ALL INFORMATION IN #2, YOU WILL NEED THE FOLLOWING FILE ATTACHMENTS TO SAVE YOUR APPLICATION. PLEASE GATHER THIS INFORMATION *BEFORE* PROCEEDING.

- W-9
- Certificate of Occupancy
- Articles of Incorporation or other state documentation verifying business entity Structure
- Driver's License for each primary owner (combined)
- 2019 Business Tax Returns
- Current statement of financials (combined)
- 2020 Business tax returns or Profit and Loss statements if not yet complete.