

EXAMPLES OF ACCEPTABLE DOCUMENTATION of ELIGIBLE EXPENSES

You must submit all documentation with your application

Eligible Operating Expenses	Example of Acceptable Document
Payroll support including employee salaries, paid sick leave, medical leave, or family leave, and costs associated with the continuation of group health care benefits during those periods of leave.	<p>The following are considered acceptable supporting documentation if you are requesting payroll reimbursement:</p> <ul style="list-style-type: none"> • Virginia Employment Commission Employer Quarterly Form FC21/20 (from Q2 2020 through latest available) http://www.vec.virginia.gov/employers/VEC-FC-2120 • Form 941, Employer’s Quarterly Federal Tax Return • Payroll Processing Records (e.g. - reports from internal payroll software or external Payroll Services Company) • Form 1099-MISC • Form 1040-ES <u>with</u> Worksheet • <i>For Schedule C or K-1 filers:</i> Complete 2019 Tax Return with Schedule C showing Net Income (Line 31)
Mortgage payments	Most recent Business Mortgage statements
Rental or Lease Payments	<ul style="list-style-type: none"> • Current Rent or Lease Agreement • Most recent copies of cancelled checks OR ACH verification for Rent/Lease • Most recent Rent Statement from Lessor no earlier than March 3, 2021 • Copy of summary Verification Letter from Lessor
Utilities: <ul style="list-style-type: none"> • Electricity • Gas • Water/Sewer • Telephone • Internet service 	<ul style="list-style-type: none"> • Utility statement from the biller • Cancelled check • Bank statement
Principal and Interest Payments for business loans incurred	Most recent monthly statement dated between March 3, 2021 and March 30, 2022.
Other Business Related Operating Expenses (made between March 3, 2021 and March 30, 2021)	<ul style="list-style-type: none"> • Paid invoices • Contracts • Cancelled checks

