NYC Employee Retention Grant Program – Document Checklist

Document	Why we need this	Documents accepted
Signed participation affidavit	Verification that the business employs 1-4 employees, has experienced a loss of revenue, has a commitment to retain employees by participating in this program, and has not already been fully reimbursed by insurance for wages	
Revenue statements for two consecutive months in 2020	Documentation of revenue following COVID-19 impact	One or more of the following for the entire impacted period: point-of-sales reports, sales reports (demonstrating fees collected or earned income), bank statements, quarterly sales tax filings, or CPA-certified profit & loss statements for two consecutive months in 2020
Revenue statements for the same two consecutive months in 2019	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, sales reports (demonstrating fees collected or earned income), bank statements, quarterly sales tax filings, or CPA-certified profit & loss statements for two consecutive months in 2019 ***If you were not in operation, please upload your 2019 tax returns or Federal 990***
Annual revenue statements for 2019	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, sales reports (demonstrating fees collected or earned income), bank statements, quarterly sales tax filings, 2019 tax returns, CPA-certified profit & loss statements, 2019 Tax Returns (all pages), or Federal 990
Bank information	To process the grant disbursement	A copy of a void check with business name or a current bank statement or a bank letter
Payroll records for each employee	To calculate the grant amount	Payroll records or cancelled checks to each employee
Proof of NYC location	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 ***Only required if business location is not documented in any of the other supporting documents***