Preparing to file for CARES Act Relief – <u>START GATHERING NOW!!!</u>

Applications will be done on-line, not at the branch. Arrange for a computer with internet connection and be able to generate documents in PDF format.

Here's what to pull together.......

Information about your church or for the application:

1. EIN#: This is the Federal Tax ID found on 941 payroll filings or your W-2 forms. It will be in this format XX-XXXXXXX

2. NAICS Code: This is the Small Business Category ID to use if asked - 813110

3. Group Letter Ruling to prove non-profit status. Refer to the Conference website Treasurers downloads page. Follow instruction to print for the application.

Financial Records:

1. Have access to financial statements. Monthly from January 2019 thru February 2020.

2. Have access to monthly payroll records for all of 2019 thru February 2020

3.Have copies of all 2019 1099 tax forms given to independent contractors

Contact your Bank:

1. Ask if they are an SBA lender and if so when are they ready to accept applications

2. If they are not and SBA lender contact a large commercial bank like Wells Fargo or USBank and ask if they are ready to accept applications and if you will need to open a simple account to receive approved money