

Required Documents Checklist

Small and Medium Sized Business Recovery Grant Program

The Small and Medium Sized Business Recovery Grant program provides fully funded grants to businesses to ensure they have the support they need during and beyond Covid-19. To receive funding, a business must meet **all** eligibility criteria. The checklist has been separated into two sections:

- Section 1. Unincorporated businesses
- Section 2. Incorporated businesses

Please Note: Documents should have names and other personally identifiable information redacted where business is not authorized to share.

Seasonal businesses should provide information relevant to their specific business cycle.

Section 1. Unincorporated businesses

Unincorporated businesses including sole proprietorships and partnerships include:

- T1-T2125 Statement of Business or Professional Activities indicating percentage of ownership
- Past 24 months actual monthly revenue (18 months for businesses operating less than 24 months). Please include revenue for each month separately. See example below:

| Month | Revenue |
|----------|----------|
| Jan 2019 | \$##,### |
| Feb 2019 | \$##,### |
| Mar 2019 | \$##,### |
| ... | ... |
| Dec 2020 | \$##,### |

- Business tax returns from the last two reporting years 2018 (if applicable) and 2019, specifically:
 - Notices of Assessment
 - The first section of the owners' T1 return (Form 5010-R)
 - T2125 Statement of Business or Professional Activities
- If applicable, payroll documents from September 1, 2019 to now. Documents must demonstrate the number of B.C. residents employed or subcontracted including initials, city, wage, and deductions for each employee. **Include one of the following:**
 - T4 Statement of Remuneration Paid
 - PD7A Payroll filing documents
 - Payroll or cheque run

Section 2. Incorporated businesses

Incorporated businesses include:

- Shareholder register or Certificate of Incorporation which must specifically include city where B.C. resident shareholders are located. **Include one of the following:**
 - Central Securities Register
 - T2-Schedule 50 Shareholder Information
- Current year plus the two preceding years' financial statements including:
 - Balance Sheet
 - Income Statement
 - Statement of Cash Flows (if available)

- Past 24 months actual monthly revenue (18 months for businesses operating less than 24 months). Please include revenue for each month separately. See example below:

| Month | Revenue |
|----------|---------|
| Jan 2019 | ###,### |
| Feb 2019 | ###,### |
| Mar 2019 | ###,### |
| ... | ... |
| Dec 2020 | ###,### |

- Business tax returns from the last two reporting years 2018 (if applicable) and 2019, specifically:
 - Notices of Assessment
 - The first section of the T2 return (first nine pages)
- If applicable, payroll documents from September 1, 2019 to now. Documents must demonstrate the number of B.C. residents employed or subcontracted including initials, city, wage, and deductions for each employee. **Include one of the following:**
 - T4 Statement of Remuneration Paid
 - PD7A Payroll filing documents
 - Payroll or cheque run