



**WNY BE IN  
BUSINESS**

[www.wnybeinbusiness.org](http://www.wnybeinbusiness.org)

*In the event of a natural disaster or catastrophic event, the following information should be stored in a location that is safe and easily accessible to ensure timely restoration of business activities:*

# DISASTER PREPAREDNESS CHECKLIST

## Proof of Revenue

Past two years of Business Income Tax Returns. *Note:* Full and complete, unaltered federal tax returns for each year are required (including all schedules and statements).

- For corporations and LLCs – Include IRS Form 1120
- For Partnerships – Include IRS Form 1065 and Schedule K-1
- For Sole Proprietors – Include IRS Form 1040 Schedule C,E, or F
- For Sole Proprietors Farming Business – Include IRS Form 1040 Schedule F
- Completed IRS Form 4506-C
- Year-to-date Income Statement illustrating each month separately

## Proof of Business Organization

One of the following:

- Current Business License
- Current Business Certificate
- Certificate of Organization
- Certificate of Assumed Name (DBA)
- NYS Certificate of Authority
- NYS Municipality issued document showing authorization to operate in NYS

## Schedule of Ownership

- List of names, addresses, Social Security Numbers (or, for non-US owners, Individual Taxpayer Identification Number), phone numbers, emails, percentage of ownership and photo ID for any owners with 25% or more ownership of the business.

## Proof of Number of Employees

- Most recently submitted NYS-45 document for employer firms



Proof of Business Location and Current Operation

Two of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Current lease agreement             | <input type="checkbox"/> Professional Insurance Bill               |
| <input type="checkbox"/> Current Business Mortgage Statement | <input type="checkbox"/> Payment Processing Statement              |
| <input type="checkbox"/> Current Business Bank Statement     | <input type="checkbox"/> NYS ST-809 or ST-100 Sales Tax Collection |
| <input type="checkbox"/> Business Credit Card Statement      | <input type="checkbox"/> Utility Bills (1-Gas; 1-Electric)         |

For Fund Distribution

- W-9
- Bank Account Information

Additional Documentation

- Principal's Photo ID
- Payroll Report (IRS Form 941)
- Corporation – Articles of Incorporation
- Partnership – Partnership Agreement
- Any Loan, Grant or other Funding documentation/agreements
- Six months Prior Bills/Statements
  - Payroll
  - Rent or Mortgage Statements
  - Utilities – Electric, Gas, Phone, Cable
  - Inventory Purchases
  - Marketing Expenses
  - Profit and Loss Statement