

COVID-19

CORONAVIRUS DISEASE

VISION: To improve the health of all Texans.

MISSION: TMA supports Texas physicians by providing distinctive solutions to the challenges they encounter in the care of patients.



Physicians Caring for Texans

Checklist for Financial Assistance Applications

Applying for a loan? Here is a list of the information and documents lenders, including the Paycheck Protection Program, most commonly request for a loan application. Gather this information before you apply, to save time. (Note: This list may not be all-inclusive for all lenders.)

- General business information
 - Type of business
 - Business owner(s) name and contact information including phone number and email address
 - Business mailing and property addresses
 - Business URL
 - Date the business started
 - Number of employees
 - Description of loan purpose
- 2019 federal tax return if filed, or complete 2019 financials:
 - Profit and loss statement
 - Balance sheet
- IRS Form 941 (Employer's Quarterly Federal Income Tax Return) for all four quarters for 2019
- List of employees paid more than \$100,000 per year
- Total and average employee payroll during the applicable base period, excluding amounts paid above a prorated annual salary of \$100,000, on an annualized basis for each employee.
(*New businesses: Calculate average monthly payroll from Jan. 1 to Feb. 29, 2020.*)
- Entity documents:
 - Articles of incorporation or organization
 - Bylaws
 - Partnership agreement
- Certificate of good standing (issued by the Texas Comptroller of Public Accounts)
- Copy of borrowing authority, as applicable:
 - IRS letter assigning employer identification number
 - Certificate of incorporation filed with the state
 - Assumed name certificate filed with the state