**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.

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**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