

THRIVE – Technical Assistance Program

Document Checklist

Required Documents

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| Owner ID/Representative ID |
| A valid identification document, such as a driver's license or passport, to confirm the identity of the business owner, and or authorized representative. |
| Business, Professional and Occupational License (BPOL) |
| A current or temporary Business, Professional and Occupational License (BPOL). To file your BPOL online, please go to this website: http://www.fairfaxcounty.gov/bpol/BPOLNewBusiness.aspx For more information on the Business, Professional, and Occupational License (BPOL) please visit this website: http://www.fairfaxcounty.gov/taxes/business/understanding-bpol-tax . For specific questions regarding individual circumstances, you may call 703-222-8234 (option 4), TTY 711, from 8 a.m. to 4:30 p.m. on weekdays. You may also contact The Department of Tax Administration's Personal Property and Business License Division by email at DTAPPDBusiness@fairfaxcounty.gov at any time. |
| W-9 |
| A copy of the W-9 form, accurately completed following IRS guidelines, and signed by the authorized signer. For a W-9 template and filling instructions, please click here . |
| Business EIN Verification Document |
| Options for verifying the Business EIN include providing a tax EIN letter, tax return or any other official document displaying the complete, unredacted EIN. |

Additional Documents

You will be asked to demonstrate at least one of the following:

- Your business experienced at least a 5% annual decrease in revenue between any two consecutive years between 2019 and 2022. (**Example:** Business experienced 5% decrease in revenue between 2019 and 2020)
- A 10% annual decrease in total employees between any two consecutive years between 2019 and 2022. (**Example:** Business experienced 10% decrease in total employees between 2021 and 2022)

If you are not able to demonstrate either of these, you will have the option to demonstrate:

- A 5% decrease in monthly revenue over a consecutive 6-month period between 2019 and 2022. (**Example:** Business experienced 5% decrease in revenue between March 2019 and April 2020)
- A 10% decrease in total employees over a consecutive 6-month period between 2019 and 2022. (**Example:** Business experienced 10% decrease in revenue

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between March 2019 and April 2020)

We recommend you have documents on hand and ready to upload for the option/s your business best identifies with.

| Documents to demonstrate at least a 5% annual decrease in revenue |
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| Signed and dated 2022 Tax Returns OR Tax Return Transcript |
| Signed and dated 2021 Tax Returns OR Tax Return Transcript |
| Signed and dated 2020 Tax Returns OR Tax Return Transcript |
| Signed and dated 2019 Tax Returns OR Tax Return Transcript |
| Documents to demonstrate at least a 10% Annual Decrease in total employees |
| 2022 Payroll Roster |
| 2021 Payroll Roster |
| 2020 Payroll Roster |
| 2019 Payroll Roster |
| Documents to demonstrate at least 5% 6 month decrease in revenue |
| Monthly Income Statement |
| Documents to demonstrate at least 10% 6 month decrease in total employees |
| Monthly Payroll Roster |

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