



Maximum Loan Amount: \$20,000

451 South State, PO Box 145590, Salt Lake City, Utah 84111 | ELP@slcgov.com

<b>Checklist</b>	<b>Please include these attachments with your application</b>
	<input type="checkbox"/> <b>Financial Statement:</b> Profit & Loss and Balance Sheet Statements for previous year, and most recent quarter or month <input type="checkbox"/> Previous year's business tax returns (2018 or 2019) <input type="checkbox"/> Lease (copy of lease agreement) <b>OR</b> Own (Mortgage statement) for business location. <input type="checkbox"/> Copy of your Salt Lake City Business License (NOT REQUIRED FOR NON-PROFITS) <input type="checkbox"/> Copy of the front of your driver's license <b>OR</b> government issued ID <input type="checkbox"/> Copy of your completed and signed W9 <input type="checkbox"/> Previous year personal tax returns (2018 or 2019) for at least one guarantor (owner with at least 20% equity in business) (NOT REQUIRED FOR NON-PROFITS)

<b>PROJECT SUMMARY</b>	<b>Business Type</b> (i.e. Restaurant, Retail, Service) _____	<b>Date of Application</b> _____		
	<b>Proposed Loan Amount</b> _____			
	<b>Business Address</b> _____	<b>City</b> _____	<b>State</b> _____	<b>Zip</b> _____
	<b>Contact Name</b> _____	<b>Contact Phone</b> _____	<b>Contact Email Address</b> _____	
	<b>Is your Business West of I-15?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<b>APPLICATION SUMMARY</b>	<b>Business Name</b> _____	<b>Tax ID Number</b> _____															
	<b>Entity Type:</b> <input type="checkbox"/> LLC <input type="checkbox"/> Sole Owner <input type="checkbox"/> 501(c)3 <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> Other: _____																
	<b>Incorporation Date:</b> _____																
	<b>Ownership: Provide the following information for officers and shareholders owning 20% or more of the entity.</b>																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name, Title</th> <th style="width: 20%;">% Ownership</th> <th style="width: 40%;">Role In Business</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Name, Title	% Ownership	Role In Business												
	Name, Title	% Ownership	Role In Business														
<b>Are there any judgements or liens outstanding against the applicant?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																	

Guarantor information

**Guarantor (owners with at least 19% equity share business)**

\_\_\_\_\_  
**Full Name** \_\_\_\_\_  
**Social Security or ITIN**

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\_\_\_\_\_  
**Street Address** **City** **State** **Zip**

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\_\_\_\_\_  
**Date of Birth** **Email Address** **Phone Number**

**Race/Ethnicity:**  American Indian or Alaska Native  Asian  Black or African American  
 Hispanic or Latino  Native Hawaiian Or Pacific Islander  White  Other

**Personal:**  Veteran  Disabled **Gender:**  Male  Female

**Guarantor (owners with at least 19% equity share in business)**

\_\_\_\_\_  
**Full Name** \_\_\_\_\_  
**Social Security / ITIN**

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**Street Address** **City** **State** **Zip**

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 Hispanic or Latino  Native Hawaiian Or Pacific Islander  White  Other

**Personal:**  Veteran  Disabled **Gender:**  Male  Female

Financial Structure

**Current Business Debt**

Does your business have current obligations? Please describe below from largest to smallest.

	Lender	Amount	Term Length	Interest Rate	Monthly Payments
Lender 1:	_____	_____	_____	_____	_____
Lender 2:	_____	_____	_____	_____	_____
Lender 3:	_____	_____	_____	_____	_____
Lender 4:	_____	_____	_____	_____	_____

**Financial Structure**

**Recent Financials**

If an existing business, please fill out the following for the previous fiscal year:

**Revenues:** \_\_\_\_\_

**Expenses:** \_\_\_\_\_

**Debt Payments:** \_\_\_\_\_

**Net Profit:** \_\_\_\_\_

**Job Retention**

Number of current full-time employees

\_\_\_\_\_

Number of full-time employees to be retained because of the loan?

\_\_\_\_\_

Number of current part-time employees

\_\_\_\_\_

Number of part-time employees to be retained because of the loan?

\_\_\_\_\_

**Loan Narrative**

**Please provide a written description answering the following questions:**

- Describe business operations and financial well-being prior to COVID-19
- Describe how COVID-19 has affected your business, including impact on your workforce, revenue and profits, or mandated shutdowns for social distancing.
- Describe use of funds for the loan (i.e. Payroll, Rent, Etc)
- Describe how you plan to pay back this loan

\_\_\_\_\_

**Application Certification**

Please thoroughly read and sign the following— one for each business applicant (see also personal financial statement):

1. The Applicant authorizes Salt Lake City Corporation to make inquires as necessary to verify the accuracy of the statements made and to determine the Applicant's creditworthiness (including, but not limited to, inquiring with individuals or groups familiar with the applicants, regular and investigative reports, credit reports, financial statements and other documents submitted by Applicant(s) in connection with this application). The statements made herein are made for the purpose of either obtaining a loan or guaranteeing a loan. By signing below, Applicant(s) understand that false statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 USC 1001).

3. Applicant understands that this completed and signed application is only an application and does not constitute a commitment on part of Salt Lake City Corporation to extend credit or offer a loan.

4. The Borrower agrees to comply with Federal and State laws which prohibit discrimination based on race, color, sex culture, social origin, sexual orientation, condition, or political or religious ideas.

5. Borrower represents that it has not: (1) provided an illegal gift or payoff to a City officer or employee or former City officer or employee, or his or her relative or business entity (see City Executive Order "Employee's Acceptance of Gifts"); (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in the City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a City officer or employee or former City officer or employee to breach any of the ethical standards set forth in the City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code.

6. The undersigned agrees to notify Salt Lake City Corporation immediately in writing if any of the information contained in this application becomes inaccurate or misleading in any respect.

7. As a condition of considering the application and at any time once the loan is approved, Salt Lake City Corporation and its agents are granted the right to inspect the business facilities.

8. If the loan is approved, Salt Lake City Corporation may include the business and any information provided for public disclosure including in meetings, photographs of facilities, reports, on-site signs, newsletters, slide presentations, or other promotional or success story materials. As a public entity, certain aspects of the application may need to be disclosed to the public under GRAMA disclosure laws or similar, except private personal and corporate information will be redacted.

9. All information in this application and the attached exhibits is true and complete to the best of my/our knowledge and is submitted so Salt Lake City Corporation can decide whether to extend financing to the business.

10. Borrower authorizes credit report to be pulled for each applicant/guarantor.

**Applicant(s) and Guarantors(s) Signature**

<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

# Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>																																															
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### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*