### Oklahoma Business Relief Program

## **Checklist**



Please provide the following required support documentation listed below. This documentation should be included in <u>ONE</u> email, including multiple attachments to <u>OBRP@bankrcb.net</u>

#### 1. Authorization to Debit RCB Bank Account

a. We will post the awarded grant into this same RCB Bank account.

### 2. **OBRP Program Rules**

a. Each page must be initialed and have a required signature on Page 10.

### 3. OBRP Business Certification Letter (completed and signed)

- a. The Bank will fill out the "Witnessed By" section.
- 4. OBRP Business Application (completed and signed)
- 5. Photograph of Oklahoma Driver's License, Oklahoma State ID Card, or Passport
- 6. Documents proving current business ownership, formation prior to 01/01/2020, and continuous business activity from 01/01/2020 through the date of the grant application
- 7. Proof of payment of the business's most recent quarterly or yearly taxes with OTC
- 8. If Minority Owned Business please provide one of the following for an owner who is a member of a minority racial or ethnic group:
  - a. Copy of Birth Certificate
  - b. Passport
  - c. Tribal ID

### 9. Supporting Business Related Documentation:

- a. Relevant and accurate documents to show gross/top-line revenue received from business activities from:
  - i. January through February 2020
  - ii. March through May 2020
  - iii. January through December 2019
  - iv. March through May 2019
- b. Relevant and accurate documents to show payroll documentation indicating business's average 2019 monthly payroll, if the business was operating in 2019
- c. Relevant and accurate documents to show payroll documentation indicating business's average January through February 2020 monthly payroll

IT IS IMPERATIVE THAT ALL DOCUMENTS ARE ATTACHED AND SUBMITTED IN ONE EMAIL TO ENSURE A TIMELY REVIEW AND SUBMISSION TO THE OKLAHOMA DEPARTMENT OF COMMERCE.

### **OBRP FAQ's**

### 1. What is considered Payroll Costs?

- Salary, wages, commissions, tips, bonuses and hazard pay
- Employee benefits including costs for vacation, parental, family, medical, or sick leave allowance for separation or dismissal; payments required for the provisions of group health care benefits including insurance premiums; and payment of any retirement benefit
- State and local taxes assessed on compensation
- For a sole proprietor or independent contractor:
  - Wages, commissions, income, or net earnings from self-employment count as payroll expenses.

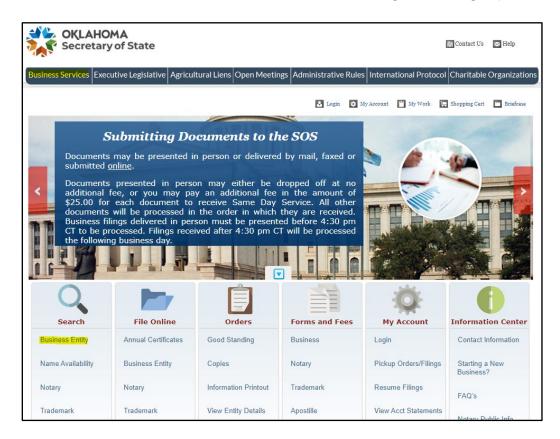
Payroll does not include money paid by a business to an independent contractor for goods or services.

# 2. When calculating revenue generated from business activities, is this based on gross revenue or net income?

It is calculated based on gross or top-line revenue.

### 3. How do I check if I'm in good standing with the Oklahoma Secretary of State?

- Visit the Oklahoma Secretary of State website > Business Services > Search Business Entity
- A Sole Proprietorship or General Partnership is not required to register with the Secretary of State so neither of those entities need to meet the good standing requirement.



### 4. How do I pay for the \$500 fee and when will it be debited from my account?

Fill out the Authorization to Debit Account, sign (wet signature), and date. We will debit your
account prior to submitting the completed application to the Oklahoma Department of
Commerce.

### 5. When clicking into the Signature box, how do I configure my Digital ID?

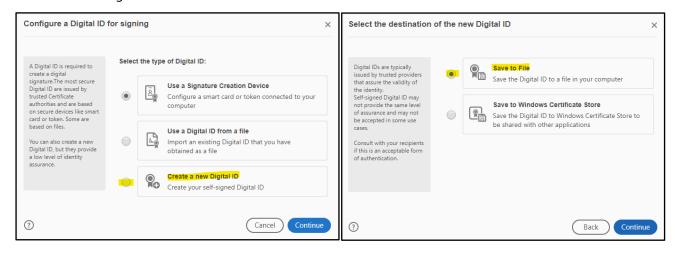
### A. Click into Signature Box



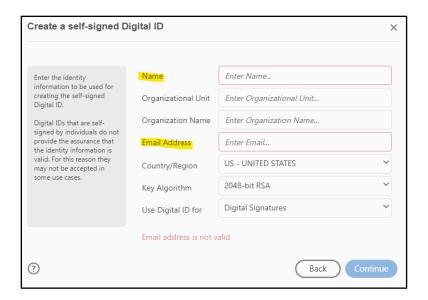
### B. Select Configure New Digital ID > Continue



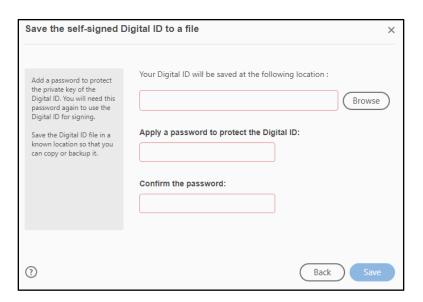
### C. Create a New Digital ID > Continue > then Save to File > Continue



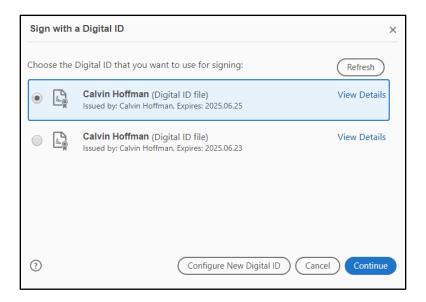
D. Create a self-signed Digital ID > Fill out Name and Email Address > Continue



E. Save the self-signed Digital ID to a file > Apply password > Save



### F. Select the appropriate ID > Continue



G. Enter Digital ID PIN or Password > Sign



H. Save the file and make sure to complete the rest of the form.