

Checklist

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

- 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.

The screenshot shows the Oklahoma Secretary of State website. At the top left is the logo and name 'OKLAHOMA Secretary of State'. To the right are links for 'Contact Us' and 'Help'. Below this is a horizontal navigation menu with items: Business Services, Executive Legislative, Agricultural Liens, Open Meetings, Administrative Rules, International Protocol, and Charitable Organizations. Underneath is another menu with 'Login', 'My Account', 'My Work', 'Shopping Cart', and 'Briefcase'. The main content area features a large blue banner titled 'Submitting Documents to the SOS' with text explaining document submission options (in person, mail, faxed, or online) and processing times. Below the banner is a grid of service categories: Search, File Online, Orders, Forms and Fees, My Account, and Information Center, each with a list of specific services.

Search	File Online	Orders	Forms and Fees	My Account	Information Center
Business Entity	Annual Certificates	Good Standing	Business	Login	Contact Information
Name Availability	Business Entity	Copies	Notary	Pickup Orders/Filings	Starting a New Business?
Notary	Notary	Information Printout	Trademark	Resume Filings	FAQ's
Trademark	Trademark	View Entity Details	Apostille	View Acct Statements	Notary Public Info

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

A screenshot of a web form for configuring a digital ID. The form contains several input fields, each outlined in red. The fields are: 'Signature:' with a blue box and a tooltip that says 'Signature (Click to sign)'; 'Printed Name:' with a blue box; 'Name of Business:' with a blue box; 'Title:' with a blue box; and 'Date:' with a blue box.

B. Select Configure New Digital ID > Continue

A screenshot of a dialog box with a question mark icon on the left. It contains three buttons: 'Configure New Digital ID' (highlighted in yellow), 'Cancel', and 'Continue'.

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

Two side-by-side screenshots of digital ID configuration steps. The left screenshot is titled 'Configure a Digital ID for signing' and shows three options: 'Use a Signature Creation Device', 'Use a Digital ID from a file', and 'Create a new Digital ID' (highlighted in yellow). The right screenshot is titled 'Select the destination of the new Digital ID' and shows two options: 'Save to File' (highlighted in yellow) and 'Save to Windows Certificate Store'.

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

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name

Organizational Unit

Organization Name

Email Address

Country/Region

Key Algorithm

Use Digital ID for

Email address is not valid

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

Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

Apply a password to protect the Digital ID:

Confirm the password:

F. Select the appropriate ID > Continue

The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. Below the title, it says "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. There are two entries, each with a radio button, a document icon, and a "View Details" link. The first entry is selected and highlighted in blue. It reads: "Calvin Hoffman (Digital ID file)" and "Issued by: Calvin Hoffman, Expires: 2025.06.25". The second entry is unselected and reads: "Calvin Hoffman (Digital ID file)" and "Issued by: Calvin Hoffman, Expires: 2025.06.23". At the bottom left is a help icon (?). At the bottom right are three buttons: "Configure New Digital ID", "Cancel", and "Continue".

G. Enter Digital ID PIN or Password > Sign

The screenshot shows a dialog box titled "Sign as 'Calvin Hoffman'" with a close button (X) in the top right corner. Below the title, there is an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. The main content area displays a large signature "Calvin Hoffman" in black, with a red scribble over it. To the right of the signature, it says "Digitally signed by Calvin Hoffman" and "Date: 2020.06.25 18:09:56 -05'00'". Below this is a "View Certificate Details" link. Underneath is a "Review document content that may affect signing" section with a "Review" button. At the bottom, there is a text input field with a yellow highlight and the placeholder text "Enter the Digital ID PIN or Password...". To the right of the input field are "Back" and "Sign" buttons.

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