



List of all individuals owning 20% or more of the business:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Bank Information**

Name of Bank: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_

*Please see Page 3 of Application for a list of required supporting materials*

---

**Applicant Certification**

I understand that the information provided on this form will be used by the OOC Loan Committee to evaluate providing a commercial loan to assist my business during the COVID-19 crisis. By signing this application, I further authorize the Committee to review the credit of my business and all personal guarantors. I represent that all information provided herein is truthful and accurate and of my own knowledge. I have authority to apply for this loan on behalf of the business and all information provided and obtained by the Loan Committee will be considered when evaluating this application. I further understand the Loan Committee will review loan requests and financial information on a priority basis, in the order that applications are received and deemed complete and that applying for this loan is not a guarantee that a loan will be awarded. I further understand the Loan Committee is dedicated to processing this application timely and deciding within 72 hours after the application and required documentation is deemed complete. A photocopy, facsimile and/or electronic version of this document shall be treated as an original and shall be binding as such upon all Parties executing the same. This document may be executed in counterparts.

SIGNATURE OF OWNER

TITLE

DATE

SIGNATURE OF OWNER

TITLE

DATE

**Submit Completed Application and Supporting Materials  
to [oooc@oswegocounty.org](mailto:oooc@oswegocounty.org)**

# COVID-19 Emergency Relief Program

## List of Required Supporting Materials

- List of all owners/members of the borrower and % owned (if Corp/LLC)
- If a registered d/b/a, provide a copy of your valid d/b/a certificate
- Scan/photo of driver's license for all people owning 20% or more of the borrower
- 2019 federal tax returns for borrower and all people/entities owning 20% or more of the borrower (submit 2018 if 2019 not filed yet)
- Financial statement for the borrower dated 120 days or less prior to date of application (Profit & Loss and Balance Sheet)
- Credit Verification Authorization Form completed for all people owning 20% or more of the borrower. Click [here](#) for Credit Verification Authorization Form.
- Complete an IRS form W-9 for the borrower (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

Please gather all required supporting materials and submit via email together with your completed application to: [oooc@oswegocounty.org](mailto:oooc@oswegocounty.org)

If you are unable to supply all the required supporting material with your application, please explain via email when you submit your application and available supporting materials.