



## Chester County Main Street Preservation Program Application Checklist

All required documents must be fully completed and submitted as separate attachments in one email for the application to be considered

1. Fully completed application form
2. Historic income and expenses information submitted through one of the following methods, this information is to be submitted for all businesses in which you own at least 20%:
  - a. A full and complete copy of the 2019 business tax return if completed, Or
  - b. A full and complete copy of the 2018 business tax return and an internally or accountant prepared statement of profit and loss for fiscal 2019, Or
  - c. For businesses that report on Schedule C or Schedule F of the owner's personal tax return, a full and complete copy of the owner's 2019 federal tax return if completed, Or
  - d. For businesses that report on Schedule C or Schedule F of the owner's personal tax return, a full and complete copy of the owner's 2018 federal tax return and an internally prepared statement of profit and loss for fiscal 2019, Or
  - e. For businesses that commenced operations in 2019, an internally prepared statement of profit and loss for fiscal 2019 along with the date operations commenced
3. A business profit and loss statement covering the period from April 1, 2019 through June 30, 2019 **Note: Businesses that do not utilize accounting software may generate a statement of profit and loss (income and expenses) by referring to historic bank records and or credit card statements**
4. Full and complete copies of personal 2019 federal tax return for all owners of 20% or more of the business (if 2019 has not been prepared, you may substitute 2018's federal tax return)