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INITIATIVES AND SUPPORT

Small Business Investment Fund Application Checklist

Before you submit your application, please make sure that all fields have been completed accurately and complete the checklist below to confirm that all the required documents have been attached. Incomplete applications will not be reviewed.

- ☐ All justification, explanation, and description documents are attached
- ☐ W-9 Form
- ☐ Certified Business Tax Transcripts or Returns from the past three (3) consecutive years of business operation (2019-2021) *[If the business is less than three (3) years old, attach all Tax Transcripts or Returns within the past (3) years.]*
- ☐ City of Hartford Tax/Financial Certification and Declaration Form
- ☐ If you are an employer that carries unemployment insurance, attach the most recent Employer Contribution Return (UC-2) and most recent Employee Quarterly Earnings Report (UC-5A).
- ☐ Profit and Loss Statements (P&L) for current year AND the past three (3) years (2019-2021)
- ☐ Applicant Certification

Hard copies of the W-9, City of Hartford Tax/Financial Certification and Declaration, and Applicant Certifications forms must be mailed to Small Business Division, Attn: Small Business Investment Fund, City of Hartford Department of Development Services, 260 Constitution Plaza, 1st Floor, Hartford, CT, 06103. Applications will be considered incomplete until we receive the hard copies of these forms.

If you have questions regarding this program or the application process, email your inquiries to smallbiz@hartford.gov or call (860) 757-9223.