



## OPB's Hotel Relief Program Applicant Checklist

Please use the following checklist as a tool for a successful application submission.

**If you answer "No" to any of the following checklist items, your application will be marked as incomplete and returned as ineligible. It is crucial that you complete each step in the process to be considered for eligibility. A list of required documents can be found under the program overview in the application as well as on our website [here](#).**

1. Did you enter the location name of your hotel or bed-and-breakfast, not the entity name?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

2. Does the amount of PPP/COVID-19 loan forgiveness on your application matches supporting documentation.

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

3. Did you upload a supporting document to demonstrate when the hotel or bed-and-breakfast was established? This can be accomplished by uploading your Georgia DPH tourism accommodation permit or equivalent.

- Yes
- No

4. If you answer "No" your application will be marked as incomplete and returned as ineligible.

Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

5. Did you upload a supporting document to demonstrate 2023 registration with Secretary of State?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

6. Did you upload a management letter or contract to explain EIN filing (if applicable).

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please

return to the application to correct this before returning to the checklist to submit.

- Yes
- No
- Not Applicable

7. Did you upload loan forgiveness letter(s) (if applicable)

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

8. Did you upload a 2020 Federal Income Tax Return?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

9. Did you upload a 2019 Federal Income Tax Return?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

10. Did you upload a 2019 State Income Tax Return?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

11. Did you upload a 2020 State Income Tax Return?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

12. Did you upload all 2019 Sales and Use Tax returns?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

13. Did you upload all 2020 Sales and Use Tax returns?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

14. Did you upload a tax clearance letter from the Georgia Department of Revenue?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit. **Note:** No placeholder documents can be accepted. Failure to upload this document or an upload of a placeholder document, including a denial letter, will result in an incomplete application that will be deemed ineligible. **If you are having trouble obtaining a clearance letter or have received a denial, please contact DOR taxpayer assistance agents: <https://dor.georgia.gov/locations/regional-office>.**

- Yes
- No

15. Did you complete and upload the lead sheet for Sales and Use Tax forms?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

16. Did you complete and upload a notarized Trade Secret Affidavit (if applicable)?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit. Note that this is not required but is available to mark portions of your applications as trade secrets. Please see description within application for further details.

- Yes
- No

17. Did you complete and upload a vendor management form?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

18. Did you complete and upload a W-9?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit.

- Yes
- No

19. Is the FEIN for my hotel or bed-and-breakfast visible within your supporting documents? FEINS

should not be redacted.

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit. (Please check to ensure your FEIN has not been redacted in any supporting documents. A redaction of the FEIN will result in an incomplete application.)

- Yes
- No

20. Did your authorized official sign the attestation?

If you answer "No" your application will be marked as incomplete and returned as ineligible. Please return to the application to correct this before returning to the checklist to submit. Applicants may sign this by clicking on the line below the signature box.

- Yes
- No