



**Business Name:** \_\_\_\_\_

**Employee Payroll Declaration**

The Micro-Enterprise Forgivable Loan Program is available to Micro-Enterprises as defined by the number of employees of the business. The ME Business must have five (5) or fewer employees, full time, or part time, at the time of Application.

Please declare your employee status.

- I have 5 or fewer employees, including part-time and full-time and including myself and all owners.

Please check the situation that best applies:

- The only employees are me and the other owners
- I am the only employee
- I am an owner/employee with:
  - One other employee/owner
  - Two other employees/owner
  - Three other employees/owner
  - Four other employees/owner

**PAYROLL DECLARATION as of Application Date.** *Enter Application date here:* \_\_\_\_\_

Owner/Employee #1	Name & Position	
Owner/Employee #2	Name & Position	
Owner/Employee #3	Name & Position	
Owner/Employee #4	Name & Position	
Owner/Employee #5	Name & Position	

**PAYROLL VERIFICATION as of Application Date.** *Enter Application date here:* \_\_\_\_\_

Please indicate next to the name the means of verification: i.e., weekly/biweekly payroll; 1099; contract

Owner/Employee #1	Name & Position	
Owner/Employee #2	Name & Position	
Owner/Employee #3	Name & Position	
Owner/Employee #4	Name & Position	
Owner/Employee #5	Name & Position	

**TOTAL NUMBER OF EMPLOYEES**

**MEANS OF VERIFICATION** - please attach verification of payroll status for each employee

**NOTES:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signed:**

**Date:**