



COVID-19 SMALL BUSINESS, COMMERCIAL FISHERMAN, AND DECKHAND EMERGENCY GRANT APPLICATION

This program is aimed at assisting Wrangell businesses that operate within the municipal boundary of the City and Borough of Wrangell impacted by COVID-19 and Wrangell resident commercial fishermen and deckhands also directly impacted by COVID-19. An application by the business or commercial fishing operation or deckhand must be submitted for funding consideration. Each eligible business, commercial fisherman, or deckhand will receive \$2000. Applicants that applied in the previous round and were approved will receive the additional \$1000 retroactively. This program will be first come, first served, based on receipt of a completed application until funding runs out for this program. Deadline for applications is November 1, 2020. Funding assistance will be paid by check which must be cashed prior to December 31, 2020.

Signed applications may be submitted to City Hall in person, by mail addressed to Wrangell CARES Act Funding Assistance, P.O. Box 531, Wrangell, AK 99929, or by email to wrangell@wrangell.com. All applications must be completed in full with an original signature to be eligible for consideration for funding. Review may take up to two weeks. Please email questions to wrangell@wrangell.com and include a phone number. Staff will respond within 72 hours.

All successfully funded applications may be audited as part of a Municipal audit for the appropriate use of CARES Act funding. Please retain all necessary records that will provide supporting documentation for your application claims.

ELIGIBILITY CRITERIA

SMALL BUSINESSES:

1. Current Alaska Business License
2. Businesses must be current on Wrangell quarterly sales tax form submittals and payments through July 2020 unless federal, state, or local sales tax exemptions apply; or, must be current with any signed sales tax repayment plan on file with the City.
3. Accommodation businesses must be current on Wrangell transient tax form submittals and payments through July 2020.
4. If an LLC or Corporation, the following documentation showing good standing must be provided: Articles of Organization and a Certificate of Organization for an LLC; or for corporations, Articles of Incorporation and Certificate of Incorporation.
5. If you are a new business for 2020, then you must provide a business license, or documentation of expenditures for the business prior to March 11, 2020 showing start-up needs.
6. Provide a driver's license or other identification card.

COMMERCIAL FISHERMAN :

1. Commercial Fishermen with a permanent residence in Wrangell, must provide a copy of a current 2020 Commercial Fishing Permit card issued by the Commercial Fisheries Entry Commission (CFEC).
2. Copy of a fish ticket from 2019. If you are a first year fisherman, then you must provide documentation of expenditures for boat or gear or other expenses prior to March 11, 2020 showing intent to fish this year. Only one application will be accepted per licensed fisherman (not by fishery). Applicant is only eligible to apply as either a commercial fisherman OR deckhand.
3. Provide a driver's license or other identification card.

DECKHAND/CREW:

1. Commercial deckhand/crew member with a permanent residence in Wrangell, must provide a copy of a current 2020 Annual Crew License purchased prior to September 1, 2020. Applicant is only eligible to apply as either a commercial fisherman OR deckhand.
2. Provide a driver's license or other identification card.



**COVID-19
SMALL BUSINESS, COMMERCIAL
FISHERMAN, AND DECKHAND
EMERGENCY GRANT**

Received by: _____
Time: _____
Date: _____
Application No.: _____

The following information is required for consideration for application review. All business information will be kept confidential to the extent permitted by law and will only be used for evaluation of the GRANT award, or a GRANT audit. If you own multiple businesses, each under a different business license, please fill out a separate application for each business requesting funding assistance. All questions must be answered.

1. BUSINESS NAME:

2. FEDERAL E.I.N. or SSN:

3. BUSINESS PHONE NUMBER (including area code):

4. BUSINESS MAILING ADDRESS:

5. BUSINESS PHYSICAL ADDRESS:

6. EMAIL ADDRESS (For application contact):

DATE APPROVED: _____

REJECTED: _____

DENIED: _____

AMOUNT APPROVED: _____

SALES TAX VERIFIED: _____

TRANSITENT TAX VERIFIED: _____

7. BUSINESS OWNER(S): Please provide the following information for any person who owns 20% or more of the business:

- Name
- Phone Number
- Email address
- Mailing Address
- Permanent Residence Physical Address

8. IS YOUR BUSINESS PREDOMINANTLY OPERATED WITHIN THE CITY AND BOROUGH OF WRANGELL?

- Yes
 No

(If No Explain): _____

9. ORGANIZATION TYPE:

- Corporation
 Partnership
 Sole Proprietor
 LLC
 Other (identify type _____)

10. DATE BUSINESS ESTABLISHED (This is the date the business began operation): _____

11. LIST THE TOTAL NUMBER OF EMPLOYEES as of March 11, 2020.

- Full Time
 Part Time

12. LIST THE TOTAL NUMBER OF EMPLOYEES at the height of the summer season 2019.

- Full Time
 Part Time

13. HOW HAS YOUR BUSINESS BEEN IMPACTED BY COVID-19? (Mark all that apply, but you must provide an explanation i.e. How many employees were laid off, full or part time; how did your hours of operation change; what were the supply issues etc.) Please attach a separate page for explanations if necessary.

Closed or delayed opening Explain: _____

Laying off employees Explain: _____

Supply Chain Issues Explain: _____

Loss of business revenue Explain: _____

Reservation Cancellations Explain: _____

Cruise or Group Contract Cancellations Explain: _____

PPE and COVID-19 Compliance Expenses Explain: _____

Travel Restrictions causing delays of work or clientele Explain: _____

Other impacts: Please clearly describe in detail any other impacts your business may have faced due to the COVID-19 virus.

15. Did your business file sales tax to the City and Borough of Wrangell in 2019?

___ No If No, Why? _____

___ Yes

If yes, are you current on your sales tax form filings and payments through July 2020?

___ Yes

___ No If No, Why? _____

16. If your business provides accommodations, did your business file transient tax to the City and Borough of Wrangell in 2019?

___ N/A

___ No If No, Why? _____

___ Yes

If yes, are you current on your transient tax form filings and payments through July 2020?

___ Yes

___ No If No, Why? _____

17. ATTACHMENTS

Please check the boxes that you acknowledge the statement and are attaching the requested information.

All applicants must attach a copy of your Driver's License.

Attach a copy of a current Alaska Business License

OR

If you are a Commercial Fisherman residing permanently in Wrangell, attach a copy of a current 2020 Commercial Fishing Permit card issued by the Commercial Fisheries Entry Commission (CFEC) **and** a copy of a fish ticket from 2019 or receipt for fish tickets for fish/seafood sold in 2019. If you are a first year fisherman, then you must provide documentation of expenditures for boat or gear or other expenses prior to March 11, 2020 showing intent to fish this year.

If a deckhand or crew member, please attach a copy of a current 2020 Annual Crew Member License purchased prior to September 1, 2020.

Attach City Sales Tax form submittals for 2019 (not required for Commercial Fisherman and deckhands/crew members). If you are a new business for 2020, then you must provide a documentation of expenditures for the business or a business license dated prior to March 11, 2020.

If applicable, attach Transient tax form submittals for 2019.

All applicants must attach a copy of a signed and completed IRS Form W-9.

If an LLC, attach a copy of Articles of Organization and Certificate of Organization showing good standing;

OR

If a Corporation or Non profit, attach a copy of Articles of Incorporation or Certificate of Incorporation showing good standing.

Agree to retain all necessary records that will provide back up support for your application claims.

NOTICES:

1. Applying for the City and Borough of Wrangell Small Business, Commercial Fisherman and Deckhand/Crew Member Emergency Grant DOES NOT GUARANTEE award of funding.
2. The Applicant agrees that the City and Borough of Wrangell will be held harmless from any claims arising from the application. The applicant waives and releases any claim arising out of or relating to the application that it may have against the City and Borough of Wrangell.
3. It is the sole responsibility of the Applicant to determine or to seek independent advice to determine the tax implications to the Applicant and its owners. Please confirm your understanding of these three (3) disclaimers by checking "Yes".

Yes

No

CERTIFICATION:

By signing my name, I certify that all the information provided in this application is true and accurate. I agree to assist the City and Borough of Wrangell in verifying any information provided in this application and to provide additional information, including tax returns, if requested.

I have read and understand this application. I am authorized to complete and submit this application on behalf of the Business. I verify that the statements contained herein are true, accurate and complete. I acknowledge that false and inaccurate statements made on the application are grounds for immediate rejection of the application.

Printed Name

Signature

Date

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	(Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.