

## CHECK LIST FOR 09/10 IWT PROGRAM APPLICANTS

This information must be submitted with your application

1. Completed originally signed IWT Application and 3 copies. **The application will not be complete until all items are received and can not be processed until the Department of Revenue Letter of Clearance/Letter of Good Standing is received. Please submit all required documents together.**
2. Resume will be needed for each private trainer/organization. No resume is needed for instructors from a public institution, i.e. college or university, or company employees. If your training provider is a company you may provide their website address in lieu of a resume.
3. Florida Department of Revenue Letter of Clearance/Letter of Good Standing or verification that no Tax Acct exists. The Department will provide this verification. The number to call to request the letter is 850-488-9925 Permanent Files Division. You may also request via fax at 850-414-9085. The verification can be faxed to the Business owner or a Principal of the company. This information will not be released to Workforce Florida, Inc. Be prepared to provide a copy of a photo identification; i.e. driver's license of the principal of company.
4. **If** your business is a corporation, you will be required to submit an IRS Form 941 the most current quarter prior to application. **If** your business is a Sole Proprietor a 1040 Income Tax Return with a Schedule SE is required. **If** you are a Sole Proprietor and your business has filed for an extension, you must provide that paperwork (IRS Form 7004) and provide a copy of your tax return once the tax return has been filed (*which should be no later than 6 months from the due date of the return*). **If** your business uses a PEO to lease its employees then verification of the agreement is needed on the PEO's letterhead in lieu of a 941.
5. A copy of a financial audit or financial statements (*balance and income statement or profit and loss*) for the most current fiscal year and most current complete month prior to application date. **Example your application is dated 8/28/2009 you will need to supply financial statements for January – December 2008 and July 2009.**