

Attachment C

CHECK LIST FOR 09/10 IWT PROGRAM CONSORTIUM APPLICANTS

This Information must be submitted for the company that is the administrative entity for the Consortium and as specified for the participating companies

1. Completed originally signed application and 3 copies for the Administrative Entity for the Consortium.
2. Completed originally signed IWT Consortium application 3 copies for each participating company.
3. Resume will be needed for each private trainer/organization or company url in lieu of a resume. Resume not needed for company employees, or public institution instructors.
4. **Requirement for administrative entity.** 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. Please be prepared to provide a photo identification i.e. drivers license. The letter will be faxed or mailed to the Business owner or a Principal of the company. This information will not be released to Workforce Florida, Inc.
5. **Requirement for administrative entity.** If your business is a corporation, you will be required to submit an IRS Form 941 or if your business is a Sole Proprietor a 1040 Income Tax Return with a Schedule SE. If you are required to submit an income tax return and your business has filed for an extension, you must provide that paperwork (IRS Form 7004) and provide the required tax information once the tax return has been filed (*which should be no later than 6 months from the due date of the return*). All so the administrative entity must have a business checking account.
6. **Requirement for administrative entity.** Financial audit or financial statements (*balance and income statement*) for the most current 12 month period and most current complete month prior to application date.