

Small business assistance grants **Application Checklist**

Use this checklist to get ready to apply for a small business assistance grant.

We recommend gathering all your information and documents before starting the application online.

GET READY

- ☐ **You'll need administrative access to your Paid Leave employer account.** Find details on how to complete this process in the [Employer Help Center](#) on our website.
- ☐ **Prepare your banking information.** You'll need to provide the account and routing number to receive a grant payment.
- ☐ **Gather information about the employee who took leave.** You'll need their name, SSN or ITIN, leave dates and claim ID.

GATHER YOUR DOCUMENTS

You'll need to provide different information based on the type of grant you apply for.

Grants for adding a temporary employee:

- ☐ Supporting documents include **personnel records showing that you added the employee to payroll.**
 - Show that you hired them to replace an employee on Paid Leave. Provide the name and SSN or ITIN for the new employee and list their dates of employment.

Grants for wage-related costs:

- ☐ Supporting documents include **receipts, payroll records, or other documentation showing wage-related costs.**
 - List each cost that you want reimbursed and explain how your costs are directly related to your employee's Paid Leave.

For more information on grants and their requirements, visit paidleave.wa.gov/small-businesses