

### Prequalification Worksheet Instructions

Please complete the attached worksheet. To begin, please fill in the end date of the month in the red highlighted cell. This date should be the most recent month for which data is available. The months in the cells below will auto populate based on the date you enter.

### Sales Data (Columns C-F)

Please enter the actual amounts as they appear on your financial statements; do not round. The data entered on this worksheet must match your financial statements.

- Net Sales – please enter your net sales by month using figures shown on your income statement after allowances, returns, discounts etc. are subtracted.
- Export Sales – please enter in the monthly totals if you currently export more than 5% of your total net sales. If you export less than 5% of your net sales, there is no need to list these sales in the Export Sales column.
- Resale – enter the net sales for each month for all products that you purchase and are sold as-is without a value-added process. If you purchase parts to go into your final products, this is not a resale item.
- Intercompany Transactions – please enter in the amount from your financials. You will need to complete the attachment on all related firms.
- Domestic Sales – auto-calculates and removes export, resale, and intercompany transactions from net sales. What remains is your qualifying sales where we want to see the 5% decline.

### Supporting Financial Documents

We will need the following financial documents for verification of sales information provided on the prequalification worksheet. Should you likely qualify for the program, these documents will also become attachments to the Petition application.

- Income Statements: Please provide monthly income statements covering the 24 months of data used when completing the attached pre-qualification worksheet. Please provide annual income statements for the past two years and year to date through the last month entered on the worksheet.
- Balance Sheets: Please provide annual balance sheets for the past two years and year to date through the last month entered on the worksheet.
- If you export more than 5% of your annual net sales and do not have a line item on your financial statements separating these sales out, please provide an internal report for verification.

### Employment Data

Please enter the monthly employment numbers as they appear on your State Quarterly Tax and Wage Reports. For the months where a report has not yet been filed, please enter the number of employees based on your internal payroll reports. If you have employees in more than one state, please attach a separate spreadsheet with the states listed and provide the monthly employment numbers for each state, matching the same 24 months used on the pre-qualification worksheet.

### Supporting Employment Documents

We will need the following documents for verification of employment information provided on the prequalification worksheet. State(s) Quarterly Wage and Contribution Reports and internal payroll reports will also become attachments to the Petition application should you likely qualify for the program.

- Please provide copies of your State Quarterly Tax and Wage Reports covering the 24 months of data used when completing the attached pre-qualification worksheet. Please only provide the page that lists the headcount for each month.
- If there are months in which you have not yet filed a report, please provide an internal payroll report for verification for those months only.
- When you provide these reports, please redact any personal identifiable information such as employee names and social security numbers.
- If you are unsure of the report for your state, the following is a list of acceptable reports:
  - AL: Quarterly Unemployment Compensation Report Form UC-CR-4
  - FL: Employer's Quarterly Tax Report, Form UCT-6
  - GA: Employers Quarterly Tax and Wage Report, Form DOL 4N
  - KY: Employer's Quarterly Unemployment Tax Report, Form UI-3
  - MS: Employer's Quarterly Wage Report, Form UI-3
  - NC: Employers Quarterly Tax & Wage Report, Form NCUI-101
  - SC: Quarterly Contribution and Wage Report, Form SC UCE 120/101
  - TN: Quarterly Wage Report, Form LB-0456
- If using a payroll service, there should be a summary of deposits and filings within the quarterly package you receive (i.e., ADP provides a Statement of Deposits and Filings); only submit summary pages that list monthly headcounts.
- Include additional quarterly forms and payroll reports for all states in which you have employees, if applicable.