

## 2011-2012 RFA Hard Copy Documentation Denial

Hard Copy Documentation	Most Common Reasons for Denial
A	<ul style="list-style-type: none"> <li>• Form not completed (all items require response except fax number and website)</li> </ul>
B	<ul style="list-style-type: none"> <li>• All items are not initialed</li> </ul>
C	<ul style="list-style-type: none"> <li>• Fictitious name registration not included</li> <li>• Parent company of fictitious name information not included</li> <li>• Name of business does not match organization name on application</li> </ul>
D	<ul style="list-style-type: none"> <li>• Letter from the IRS does not show name of company</li> </ul>
E	<ul style="list-style-type: none"> <li>• Statements not signed</li> <li>• All 4 statements were not included</li> </ul>
F	<ul style="list-style-type: none"> <li>• Board of Directors not included</li> </ul>
G	<p><b>For applicants who have been in business for 2+ years:</b></p> <ul style="list-style-type: none"> <li>• Previous 2 years of balance sheets</li> <li>• Previous 2 years of audits</li> <li>• Audit not signed by a CPA</li> </ul> <p><b>For applicants who have been in business for less than 2 consecutive years:</b></p> <ul style="list-style-type: none"> <li>• Projected expenses not included</li> <li>• Balance sheets for the previous 2 years that meet or exceed amount listed in projected expenses (2009 and 2010)</li> <li>• Line of credit, loan, or pre-approved loan that meets or exceeds amount listed in projected expenses</li> </ul>
H	<ul style="list-style-type: none"> <li>• Assurance not signed</li> <li>• Not original signature on assurances (in blue ink)</li> </ul>