

INTRODUCTION

This document is provided to help businesses applying for the AMJP Program, by showing examples of supporting documentation that may be sufficient to substantiate data required as part of the AMJP application. The documents identified in this document are **examples only**. Applicants are responsible for identifying and submitting documentation to support their application data. Applicants are encouraged to annotate their supporting documentation and highlight the relevant data elements.

In selecting supporting documentation, applicants should provide the most authoritative source of information available. The list below identifies types of supporting documents from more to less authoritative. The more authoritative the documentation, the faster DOT will be able to review the applications, and the lower the likelihood of requiring additional information.

Level of Reliability	Type of Supporting Documents	Description	Examples
Higher	Official business records	Include historical records that were signed and dated, audited, or filed with external oversight agencies (e.g., U.S. Department of the Treasury, U.S. Securities and Exchange Commission, Small Business Administration).	Tax filings, audited financial statements, bank account statements, SEC filings, etc.
	System- generated documents	Documents generated from the business's official systems of record. If the document does not include an automatic timestamp and system reference (i.e., name of system, title of report), applicant should annotate this information.	Reports generated from the applicant's financial/accounting, labor, and/or payroll systems
Lower	Work papers and/or manually prepared reports	Include documents and/or manually prepared reports to support AMJP application data. Applicant should sign and date any manually prepared work papers.	Custom reports prepared in support of the application

REMINDER: Applicants must redact any Personally Identifiable Information (PII), such as Social Security numbers, employee names or identification numbers, banking information, or prior to uploading supporting documentation to the application portal.

The subsequent pages provide additional examples of supporting documentation grouped into three categories:

- Operating revenue;
- Eligible Employee Group and total compensation level data, and
- Corporate structure.



OPERATING REVENUE SAMPLE DOCUMENTATION

Exhibit 1 – Income Statement (e.g., Income/Profit and Loss Statement or equivalent)

Exhibit #1 is an audited income statement exhibit, that summarizes the company's annual operating revenues for 2019 and 2020, evidence required for **questions 4A and 5A** in the AMJP program application.

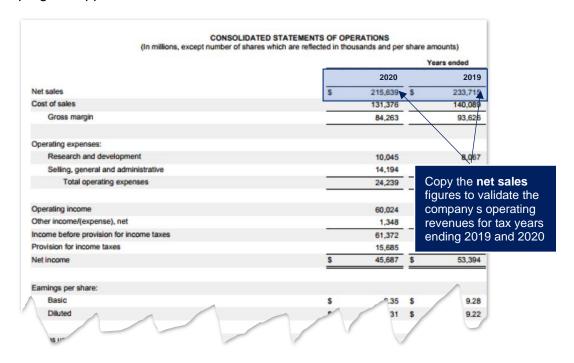




Exhibit 2 – IRS Business Income Tax Return

Exhibit #2 shows an income tax return that reports business revenue. The example shown is IRS Form 1120, evidence of operating revenue required for **questions 4A and 5A** in the AMJP program application. The same information would be available from IRS Form 1065, or (for unincorporated sole proprietorships) on IRS Form 1040, Schedule C.

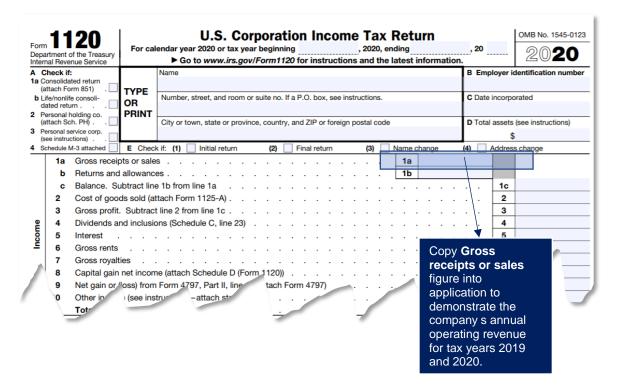




Exhibit 3 – Form 10-K Filing (U.S. Securities and Exchange Commission (SEC) Report)

Exhibit #3 is an example of a Form 10-K filing. The Form 10-K is a comprehensive report filed annually by a publicly traded company about its financial performance and is required by the SEC. The 10-K includes operating revenue, which is required for **questions 4A and 5A** in the AMJP program application.

Fiscal year	2020	2019
Vet sales	\$15,132	\$15,480
Credit card revenues, net	392	380
Total revenues	15,524	15,860
Cost of sales and related buying and occupancy costs	(9,932)	(10,155)
Selling, general and administrative expenses	(4,808)	4.4 (0.00)
Sarnings before interest and income taxes		py Net sales
nterest expense, net		igure into application o demonstrate the
Carnings before income taxes		mpany s annual
ncome tax expense		operating revenue for ax years 2019 and
Net earnings		
	20	20.



ELIGIBLE EMPLOYEE GROUP AND TOTAL COMPENSATION LEVEL DATA SAMPLE DOCUMENTATION

Exhibit 4 – Payroll Service (Total U.S. Based Employees Report)

Exhibit #4 is a sample payroll service report that summarizes the total U.S. Workforce as of a given date (and therefore could provide evidence for the data required for **questions 5B.A and 5B.B**, (as of December 31, 2019 and December 31, 2020) in the AMJP program application.

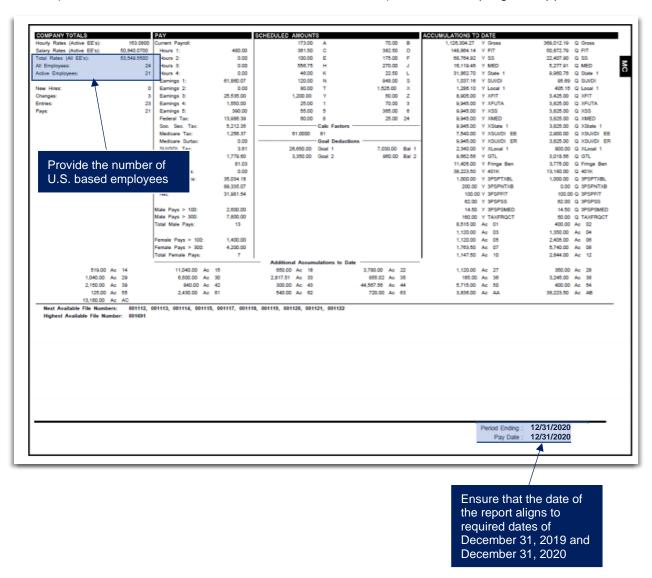




Exhibit 5 – Payroll Service (Total Compensation Level Report)

Exhibit #5 is an example of a payroll service total compensation level report that summarizes the employee annual compensation rate, for employees whose total compensation does not exceed \$200,000, as of April 1, 2020, evidence required for **questions 5B.A., 5B.B., 8, and 9A** in the AMJP program application.

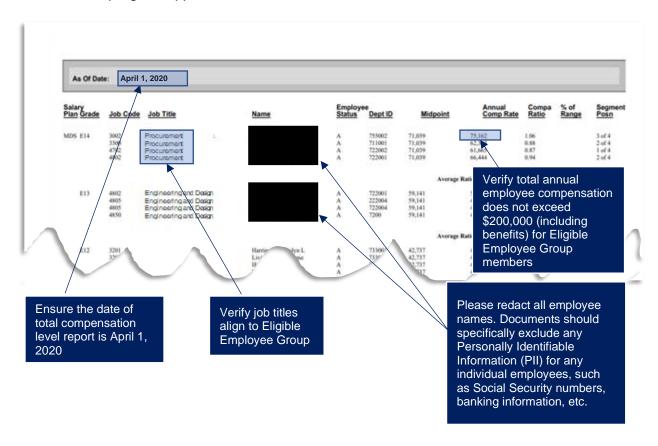




Exhibit 6 – Payroll Service (Turnover Rate Report)

Exhibit #6 is a payroll service turnover rate report that summarizes whether the applicant involuntarily furloughed or laid off at least 10 percent of its total workforce on December 31, 2020, as compared to December 31, 2019, evidence required for **question 5B** in the AMJP program application.

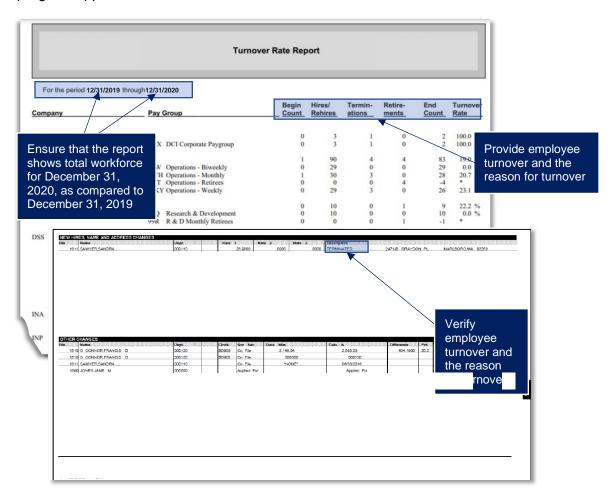
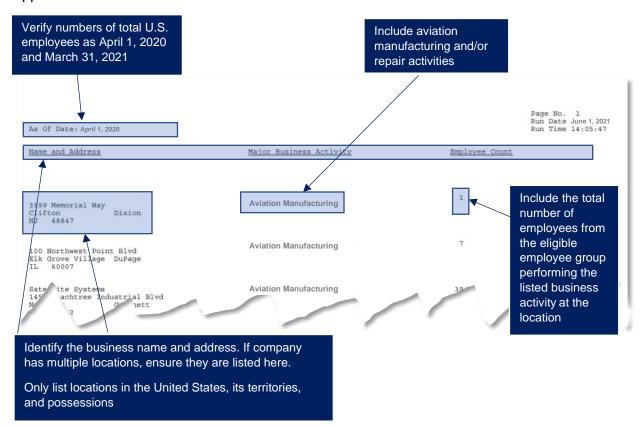




Exhibit 7 - Primary Business Activity by Location Report

Exhibit #7 is a payroll service report that shows the employee count working at each business location, by aviation manufacturing activities and/or repair activities, evidence of total U.S. employees' workforce in aviation, required for **questions 4D**, **4E**, **and 8** in the AMJP program application.





CORPORATE STRUCTURE SAMPLE DOCUMENTATION

Exhibit 8 – Corporate Structure Organization Chart

Exhibit #8 is an example of a corporate structure organization chart. This chart shows all the company's corporate entities, subsidiaries, and affiliates, evidence of corporate structure required for **questions 1C and 1D** in the AMJP program application.

