



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
<p>Higher</p> <p>Lower</p>	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
	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.

CONSOLIDATED STATEMENTS OF OPERATIONS		
(In millions, except number of shares which are reflected in thousands and per share amounts)		
	Years ended	
	2020	2019
Net sales	\$ 215,639	\$ 233,715
Cost of sales	131,376	140,089
Gross margin	84,263	93,626
Operating expenses:		
Research and development	10,045	8,067
Selling, general and administrative	14,194	
Total operating expenses	24,239	
Operating income	60,024	
Other income/(expense), net	1,348	
Income before provision for income taxes	61,372	
Provision for income taxes	15,685	
Net income	\$ 45,687	\$ 53,394
Earnings per share:		
Basic	\$ 0.35	\$ 0.28
Diluted	0.31	0.22

Copy the **net sales** figures to validate the company's operating revenues for tax years ending 2019 and 2020



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.

1120 U.S. Corporation Income Tax Return
 For calendar year 2020 or tax year beginning _____, 2020, ending _____, 20
 OMB No. 1545-0123
 Department of the Treasury Internal Revenue Service
 Go to www.irs.gov/Form1120 for instructions and the latest information.

A Check if:
 1a Consolidated return (attach Form 851)
 b Life/nonlife consolidated return
 2 Personal holding co. (attach Sch. PH)
 3 Personal service corp. (see instructions)
 4 Schedule M-3 attached

B Employer identification number

C Date incorporated

D Total assets (see instructions)
 \$ _____

E Check if: (1) Initial return (2) Final return (3) Name change (4) Address change

Income	1a	1b	1c	2	3	4	5
1a Gross receipts or sales							
b Returns and allowances							
c Balance. Subtract line 1b from line 1a							
2 Cost of goods sold (attach Form 1125-A)							
3 Gross profit. Subtract line 2 from line 1c							
4 Dividends and inclusions (Schedule C, line 23)							
5 Interest							
6 Gross rents							
7 Gross royalties							
8 Capital gain net income (attach Schedule D (Form 1120))							
9 Net gain or (loss) from Form 4797, Part II, line _____ (attach Form 4797)							
0 Other income (see instructions) (attach schedule)							
Total							

Copy Gross receipts or sales figure into application to demonstrate the company's annual operating revenue for tax years 2019 and 2020.



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
Net 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)	(4,808)
Earnings before interest and income taxes	784	784
Interest expense, net	(102)	(102)
Earnings before income taxes	682	682
Income tax expense	(186)	(186)
Net earnings	\$496	\$496

Copy Net sales figure into application to demonstrate the company's annual operating revenue for tax years 2019 and 2020.



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.

As Of Date: April 1, 2020

Salary Plan Grade	Job Code	Job Title	Name	Employee Status	Dept ID	Midpoint	Annual Comp Rate	Compa Ratio	% of Range	Segment Posn
MDS E14	3902	Procurement	[REDACTED]	A	715002	71,039	75,162	1.06		3 of 4
	3199	Procurement	[REDACTED]	A	711001	71,039	62,300	0.88		2 of 4
	4742	Procurement	[REDACTED]	A	722002	71,039	61,585	0.87		1 of 4
	4902	Procurement	[REDACTED]	A	722001	71,039	66,444	0.94		2 of 4
Average Rate										
E13	4802	Engineering and Design	[REDACTED]	A	722001	59,141				
	4805	Engineering and Design	[REDACTED]	A	222004	59,141				
	4805	Engineering and Design	[REDACTED]	A	722004	59,141				
	4850	Engineering and Design	[REDACTED]	A	7200	59,141				
Average Rate										
E12	3201	Hardware	Harris, Alysia L.	A	733001	42,737				
	3201	Hardware	[REDACTED]	A	733001	42,737				
	3201	Hardware	[REDACTED]	A	733001	42,737				
	3201	Hardware	[REDACTED]	A	733001	42,737				
Average Rate										

Callout Boxes:

- Ensure the date of total compensation level report is April 1, 2020** (points to 'As Of Date')
- Verify job titles align to Eligible Employee Group** (points to 'Job Title' column)
- Verify total annual employee compensation does not exceed \$200,000 (including benefits) for Eligible Employee Group members** (points to 'Annual Comp Rate' column)
- Please redact all employee names. Documents should specifically exclude any Personally Identifiable Information (PII) for any individual employees, such as Social Security numbers, banking information, etc.** (points to 'Name' column)



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.

Turnover Rate Report

For the period 12/31/2019 through 12/31/2020

Company	Pay Group	Begin Count	Hires/ Rehires	Terminations	Retire-ments	End Count	Turnover Rate
X DCI Corporate Paygroup		0	3	1	0	2	100.0
		0	3	1	0	2	100.0
W Operations - Biweekly		1	90	4	4	83	19.0
		0	29	0	0	29	0.0
TH Operations - Monthly		1	30	3	0	28	20.7
		0	0	0	4	-4	*
CY Operations - Weekly		0	29	3	0	26	23.1
		0	10	0	1	9	22.2 %
J Research & Development		0	10	0	0	10	0.0 %
		0	0	0	1	-1	*

Ensure that the report shows total workforce for December 31, 2020, as compared to December 31, 2019

Provide employee turnover and the reason for turnover

NEW HIRES, NAME AND ADDRESS CHANGES

Emp. No.	Name	Dept.	Class.	Rate	Rate 2	Rate 3	Description	Rate 4	Rate 5	Rate 6
1511	SAWYER,SANDRA	000110		20.8000	6000	6000	TERMINATED			

OTHER CHANGED

Emp. No.	Name	Dept.	Class.	Rate	Rate 2	Rate 3	Description	Rate 4	Rate 5	Rate 6
1510	O. CONNOR,FRANCIS D	000120	BD908	On File	2,148.04	2,583.23		454,1800	20.2	
1510	O. CONNOR,FRANCIS D	000120	BD908	On File	000500	000120				
1511	SAWYER,SANDRA	000110		On File	"NONE"	0830/2016				
1506	JONES,JANE M	000500		Applied For		Applied For				

Verify employee turnover and the reason for turnover



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.

Verify numbers of total U.S. employees as April 1, 2020 and March 31, 2021

Include aviation manufacturing and/or repair activities

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 Run Time 14:05:47

As Of Date: April 1, 2020

Name and Address	Major Business Activity	Employee Count
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> 3999 Memorial Way Clifton Dixon NJ 48847 </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> 100 Northwest Point Blvd Elk Grove Village DuPage IL 60007 </div> <div style="border: 1px solid black; padding: 2px;"> Satellite Systems 145 Peachtree Industrial Blvd Norcross Ga 30071 </div>	<p>Aviation Manufacturing</p> <p>Aviation Manufacturing</p> <p>Aviation Manufacturing</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">1</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">7</div> <div style="border: 1px solid black; padding: 2px;">39</div>

Identify the business name and address. If company has multiple locations, ensure they are listed here.

Only list locations in the United States, its territories, and possessions

Include the total number of employees from the eligible employee group performing the listed business activity at the location



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.

