

### Naming Conventions for Files

Description	File Name Examples
<b>Cash Compensation (Payroll Costs)</b>	
Third-party payroll service provider report	CC_3rdpty
Internal payroll report	CC_Internal
Bank Statement	CC_Statement_MM.DD.YY
Income Statement/Profit and Loss (for Self Employed Distributions)	CC_PL_MM.DD.YY
2019 Schedule C or Schedule F (For Sole Prop/1099)	CC_TaxRet_YYYY
2019 K-1 (for Self Employed)	CC_K1_YYYY
Canceled check	CC_MM.DD.YY
Payroll tax fillings reported to the IRS	CC_3 <sup>rd</sup> quarter_941
State quarterly income, payroll, unemployment insurance	CC_3 <sup>rd</sup> quarter_State
<b>Health Care Premiums</b>	
Receipt	HIP_MM.DD.YY_receipt
Cancelled check	HIP_MM.DD.YY_ck
Account statement	HIP_MM.DD.YY_Acct St
<b>Retirement</b>	
Receipt	RC_MM.DD.YY_Receipt
Cancelled check	RC_MM.DD.YY_ck
Account statement	RC_MM.DD.YY_Acct St
<b>Mortgage Interest</b>	
Amortization schedule	MI_amortization
Receipt	MI_MM.DD.YY_receipt
Cancelled check	MI_MM.DD.YY_ck
Mortgage Statement	MI_MM.DD.YY_Statement
<b>Rent</b>	
Lease Agreement	Rent_MM.DD.YY_Lease
Receipt	Rent_MM.DD.YY_receipt
Canceled check	Rent_MM.DD.YY_check
<b>Utilities</b>	
Statement	"Type of Utility" MM.DD.YY_bill
Receipt	"Type of Utility" MM.DD.YY_receipt
Canceled check	"Type of Utility" MM.DD.YY_check
<b>Covered Operations Expenditures</b>	
Invoices or Purchase Orders	Op Ex_MM.DD.YY_bill
Receipt	Op Ex_MM.DD.YY_receipt
Canceled check	Op Ex_MM.DD.YY_check
Bank Statement	Ope Ex_MM.DD.YY_statement
<b>Covered Property Damage</b>	
Invoices or Purchase Orders	Damage_MM.DD.YY_bill
Receipt	Damage_MM.DD.YY_receipt
Canceled check	Damage_MM.DD.YY_check
Bank Statement	Damage_MM.DD.YY_statement
Verification that cost was related to public disturbances	Damage_MM.DD.YY_verification
<b>Supplier Costs</b>	
Contracts, orders, or purchase orders	SC_MM.DD.YY_bill
Receipt	SC_MM.DD.YY_receipt
Canceled check	SC_MM.DD.YY_check
Bank Statement	SC_MM.DD.YY_statement
<b>Worker Protection</b>	
Invoices, orders, or purchase orders	WP_MM.DD.YY_bill
Receipt	WP_MM.DD.YY_receipt
Canceled check	WP_MM.DD.YY_check
Bank Statement	WP_MM.DD.YY_statement
Documentation of expenditure	WP_MM.DD.YY_verification