

PAYCHECK PROTECTION PROGRAM

FIRST DRAW DOCUMENTS CHECKLIST

For All Applications – you may use 2019 OR 2020 for purposes of calculating maximum loan amount and provide documentation that corresponds with the year selected.

- Copy of Driver's License for the Authorized Signer and Each Owner who own 20% or more of the company
- 3rd Party Payroll Verification and/or Pay Stub as of 2/15/2020 to establish you were in operation or had employees as of that date (if self-employed: provide bank statement or invoice), State quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 **OR** equivalent payroll processing records*
- Articles of Organization/Formation

For All Businesses That Have Employees

- 2019 IRS Form 940 (944 can be used in place of 940) **OR** 2019 Q1 through Q4 IRS Form 941*

For LLCs and Partnerships with Multiple Owners

- 2019 IRS Form 940 (944 can be used in place of 940) **OR** 2019 Q1 through Q4 IRS Form 941 (if company has employees)* 2019 IRS Form 1065 Schedule K-1 (even if not yet filed with IRS)*

For Self-Employed Individuals, Independent Contractors & Sole Proprietorships

- 2019 Form 1040 Schedule C (even if not yet filed with IRS)*
- 2019 1099-MISC showing compensation in Box 7*

Other Documents to Support the Application

If an applicant provides the information outlined above according to their specific situation, SSB can process a PPP loan request. However, if the applicant has a complicated request or includes healthcare expenses, retirement expenses, or other eligible expenses in the calculation of Average Monthly Payroll as defined by the SBA, it is recommended the following additional documents are also provided:

- 3rd Party Payroll Report detailing compensation and benefits paid to employees over the 12 month period being used to calculate Average Monthly Payroll
- 3rd Party supporting documentation to verify healthcare expenses
- 3rd Party supporting documentation to verify corporate retirement expenses

**Provide 2020 information if 2020 data is used to calculate the maximum loan amount.*