



Customer needed documents to compute approved loan amount.

This checklist is for applications beginning April 3, 2020 for Small Businesses and Sole Proprietorships only.

- Completed and signed SBA Paycheck Protection Program Application.
- Copies of all 2019 payroll tax reports for IRS and State (4 quarters of 941, 940 or W-3) and W-2's for any individual making over \$100,000. Same documents for first quarter of 2020 if available.
- Copies of payroll reports for periods 1/1/2020-3/31/2020. Should include gross wages, pay rate total hours for all hourly employees with all withholding detailed. Your CPA, bookkeeper, payroll processing company, or in house accounting payroll program provided reports might be sufficient.
- Documentation of health insurance premiums paid under group plan for 12 months.
- Employer paid retirement benefit costs paid for 12 months.
- Amounts of state unemployment taxes paid for last 12 months.

Additional documentation needed after loan application process is complete to substantiate the forgivable expenditures incurred during the 8-week period immediately following the origination of the loan. These items not needed to determine loan amount.

- Lease agreements for any current real or personal property leased entered into prior to 2/15/2020.
- Documentation related to current indebtedness on real or personal property incurred prior to 2/15/2020.
- Bills for utility payments (gas, electric, water, telephone or internet) in service prior to 2/15/2020.