



Paycheck Protection Program (PPP) Small Business Administration Loan Application

REQUIRED DOCUMENT CHECKLIST

For Businesses Formed as Legal entities (e.g. Corporations, Partnerships, LLCs, etc.)

- 2019 IRS forms 940 and 941 or 2019 W-3 with accompanying W-2 forms
- Payroll report showing the names and total compensation for all employees to document (i) employees with 2019 compensation levels in excess of \$100,000, or (ii) employees whose principal residence is outside the USA. The applicant also has to answer a question on borrower application to attest to residency.
- Copies of all 2019 state unemployment tax filing forms. UI-3 Forms
- Evidence of the total **employer** cost of group healthcare benefits for 2019. This total should not incorporate any amounts included in the wages of employees or any contributions made by employees.
 - Invoices, payroll reports or other third-party reports are acceptable evidence.
- Evidence of the total **employer** cost of retirement benefits for 2019. This total should not incorporate any amounts included in the wages of employees or any contributions made by employees.
 - Plan Administrator, payroll reports or other third-party reports are acceptable evidence.

For Sole Proprietorships or Independent Contractors

- 2019 Quarterly IRS Form 941 tax filings (all four filings). They won't have this unless they pay wages
- Payroll report showing the names and total compensation for all employees (excluding the sole proprietor) with 2019 compensation levels in excess of \$100,000 or (ii) whose principal residence is outside the USA. Not applicable if they do not pay W2 wages
- Report showing the sum of all payments of compensation to, or income of, a sole proprietor or independent contractor that is in the form of wages, commissions, income, or net earnings from self-employment. Remove
- Copy of your 2019 Federal Income Tax Return (if prepared) including Schedule C. If the 2019 Tax Return is not available, a copy of an internally prepared Profit and Loss statement is required. Schedule C required even if tax return not filed. They will need to convert P&L to Schedule C
- Copies of all 2019 state unemployment tax filing forms UI-3
- Copies of all IRS Form 1099's issued for independent contractors in 2019. Only if they are filing on their own behalf
- Evidence of the total **employer** cost of group healthcare benefits for 2019. This total should not incorporate any amounts included in the wages of employees or any contributions made by employees.
 - Invoices, payroll reports or other third-party reports are acceptable evidence.
- Evidence of the total **employer** cost of retirement benefits for 2019. This total should not incorporate any amounts included in the wages of employees or any contributions made by employees.
 - Plan Administrator, payroll reports or other third-party reports are acceptable evidence.