

# Paycheck Protection Program (PPP) Small Business Administration Loan Application Document Checklist

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The SBA has not yet provided complete guidelines as to what information lenders will be required to obtain from borrowers to obtain a PPP Loan. The following is a list of what we anticipate being required:

1. 2019 IRS Quarterly 940, 941 or 944 payroll tax form
2. Payroll reports for a twelve-month period (ending on your most recent payroll date), that will show the following information:
  - a. Gross wages for each employee, including officer(s) if paid W-2 wages
  - b. Paid time off for each employee
  - c. Vacation pay for each employee
  - d. Family medical leave pay for each employee
  - e. State and local taxes assessed on an employee's compensation

*We anticipate that the preceding will be required to be provided in an Excel worksheet format. We will be providing a worksheet as soon as possible to compile this information*

3. 2019 Forms 1099 for independent contractors
4. Documentation showing total of all health insurance premiums paid by the Company owner(s) under a group health plan.
5. Include all employees and the Company owner(s)
6. Document the sum of all retirement plan funding that was paid the Company owner(s). **Do not** include funding that came from employees from their payroll deferrals.
7. Include all employees and the Company owner(s)
8. Include 401K plans, Simple IRA, SEP IRA's

