**PAYCHECK PROTECTION PROGRAM CHECKLIST**

* SBA application for Each Entity
* Monthly Payroll reports for 2019, itemized by employee
* 941 Payroll Reports for each quarter of 2019
* Employees listing as of 2/15/2020, with employee reports for verification
* **IF you consider your business seasonal you may elect to provide** - payroll reports from

2/15/2019 to 6/30/2019, itemized by employee AND 941 Payroll reports for 1st & 2nd

Quarter 2019

* **IF business was started on or after 1/1/2020** – payroll reports from 1/01/2020 to

02/29/2020, itemized by employee AND 941 Payroll reports for 1st Quarter 2020 (if filed)

* **IF Sole Proprietor** OR **Business with No Employees –** 2019 Tax Returns or 2019 Income

Statement

* **IF Independent Contractor –** 1099 Misc. Form for 2019
* Complete attached maximum loan amount calculator
* If sole proprietor or independent contractor – 2019 tax returns or financial statement
* Entity Documents

o Corporation
♣ Corporate By-Laws with list of ownership

♣ EIN o LLC

♣ Operating Agreement with list of ownership

♣ EIN o Partnership

♣ Partnership Agreement with list of partners

♣ EIN

* Copy of driver’s license for anyone with a 20% or more ownership interest in the borrowing

entity

* Complete attached Beneficial Ownership form