

Documentation that bank MAY ASK for as part of the Paycheck Protection Program Loan

NOTE: this list is DRAFT and SUBJECT TO CHANGE, organizations should obtain specific guidance from their approved SBA lending institution.

- Articles of incorporation for each borrowing entity
- By-laws or operating agreement for each borrowing entity
- Copies of each owner's driver's license
- Payroll expense verification documents
 - IRS forms 940 and 941
 - Payroll summary report with corresponding bank statements
 - Breakdown of payroll benefits BY EMPLOYEE (vacation, allowance for dismissal, group healthcare benefits, retirement benefits, etc.)
 - Documentation showing total of all health insurance premiums paid by the organization under a group health plan.
 - Document all retirement plan funding paid by the employer (do not include funding that came from the employee's out of their paycheck deferrals)
- Certification that all employees live within the United States
 - If any do not, provide a detailed list with corresponding salaries
- Trailing twelve-month profit and loss statement (as of the date of application) for all applicants
- Most recent mortgage or rent statement
- Most recent utility bills