

PAYCHECK PROTECTION PROGRAM CHECKLIST BY BUSINESS TYPE

This checklist has been provided to assist you in gathering the necessary information for the initial evaluation of your business loan request.

Your application will not be considered a complete application package until all of the following applicable items are delivered to the bank for review.

Loan Request Amount Calculation

Average Monthly Payroll X 2.5 + Economic Injury Disaster Loan (EIDL)

Corporations

- Business Tax Returns or Financials for 2019
- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports
- Payroll reports for the twelve-months of 2019 which will show the following information:
 - Gross wages for each employee, including officer(s) if paid W-2 wages
 - State and local taxes assessed on an employee's compensation
 - Family medical leave pay for each employee
 - Paid time off for each employee
 - Vacation pay for each employee
 - Organization Documents/Sunbiz/DBA
 - Bylaws/Operating Agreement if applicable
 - NAICS Code
 - Beneficial Ownership Form

Limited Liability Companies (LLC)

- Business Tax Returns or Financials for 2019
- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports
- Payroll reports for the twelve-months of 2019 which will show the following information:
 - Gross wages for each employee, including officer(s) if paid W-2 wages
 - State and local taxes assessed on an employee's compensation
 - Family medical leave pay for each employee
 - Paid time off for each employee
 - Vacation pay for each employee
 - Organization Documents/Sunbiz/DBA
 - Bylaws/Operating Agreement if applicable
 - NAICS Code
 - Beneficial Ownership Form

Sole Proprietors:

- Personal Tax Returns 2019
- 2019 IRS Form 1040 Schedule C
- Copies of Bank Statements reflecting payroll (12 Months)
- Organization Documents/Sunbiz/DBA if available
- Tax Payments
- NAICS Code
- Color copy of non-expired Driver's License
- Email Address for each owner

1099 Independent Contractors:

- Personal Tax Returns
- 2019 IRS Form 1040 Schedule C
- Copies of Bank Statements reflecting payroll (12 Months)
- 1099 and, if available, 1099-MISC
- NAICS Code
- Color copy on non-expired Driver's License
- Organization Documents/Sunbiz/DBA if available
- Email Address for each owner

Not For Profit Companies:

- 501(c)(3) Certificate/Organization
- Payroll reports for the twelve-months of 2019 which will show the following information:
 - Beneficial Ownership Form
 - Gross wages for each employee, including officer(s) if paid W-2 wages
 - State and local taxes assessed on an employee's compensation
 - Family medical leave pay for each employee
 - Paid time off for each employee
 - Vacation pay for each employee
 - Organization Documents/Sunbiz/DBA
 - NAICS Code
 - Bylaws/Operating Agreement if applicable