



SBA Paycheck Protection Program: List of Required Documents

Verification of Payroll Information

Please provide a copy of the following documents, as applicable to your business:

- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports
 - An employer would either have a 941 or 944, **not both!**
- Payroll reports (listing by employee; exclude any personal identifying information such as SSN or ID information) 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
 - Paid time off for each employee
 - Vacation pay for each employee
 - Family medical leave pay for each employee
 - State and local taxes assessed on an employee's compensation
- Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan for 2019. Include all employees and the company owners.
- Document the sum of all retirement plan funding that was paid by the company owner(s) for 2019 (do not include funding that came from employees out of their paycheck deferrals).
 - Include all employees and the company owners
 - Include 401K plans, Simple IRA, SEP IRA's
- Copies of state unemployment tax filings for 2019.

Please Note: If you are a seasonal employer, you may elect to provide the above information for the time period of February 15, 2019 through June 30, 2019. If you are a new business, provide the above information for the time period of January 1, 2020 through February 29, 2020

Payroll Costs To Determine Loan Amount

- Compensation (Salary, Wages, Commission) *gross wages – this amount should be capped at \$100,000 per employee
- Payment of cash tips or equivalent
- Payment for vacation, parental, Family, Medical, or Sick Leave
- Allowance for dismissal or separation
- Payments required for the provisions of group health care benefits, including insurance premiums
- State and local taxes assessed on compensation
- Payments of retirement benefits
- Do not include 1099 information unless self-employed

For a sole proprietor or independent contractor: wages, commissions, income or net earnings from self-employment, capped at \$100,000 on an annualized basis for each employee.