



SBA 7(A) PAYCHECK PROTECTION PROGRAM (PPP) LOAN APPLICATION CHECKLIST

Below, you will find a checklist of documentation we need in order to process your PPP loan request. Please, collect this information and upload electronically through our loan application portal.

- Completed SBA PPP application (Form 2483)
- Complete 2019 corporate tax returns and CPA compiled, reviewed or audited financial statements, if available.
- 2020 accountant or company prepared interim financial statement inclusive of a profit and loss statement and balance sheet **compared to the prior year for the same period.**
- Documentation showing that you have fully used the full amount of your 1st draw PPP loan if applying for 2nd draw
- Payroll expense verification documents to include:
 1. IRS Quarterly 940, 941, and 944 payroll tax reports
 2. Payroll Processing Reports (CARES Act Report) 2019 and YTD 2020 (to include a listing of compensation of an individual employee in excess of \$100,000 annual salary) with corresponding bank statement
 3. If a Payroll Processing Report is not available, employee pay stubs for the covered period selected (8 to 24 weeks)
 4. Breakdown of payroll benefits (vacation, allowance for dismissal, group healthcare benefits, retirement benefits, etc.).
- Self-employed individuals, independent contractors, and sole proprietors – 2019 Tax Returns including Schedule C, 1099 – Miscellaneous Forms and 2019 and YTD 2020 income and expenses

For New Borrowers:

In addition to the document's listed above, please provide:

- Articles of Incorporation/Organization of each borrowing entity
- By-Laws/Operating Agreement of each borrowing entity
- Copies of driver's licenses of all owners/Guarantors/authorized signers
- Copy of a business license for Sole Proprietorships or Partnerships
- If applying for a second draw loan, provide a statement detailing who funded your first draw

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