

PAYCHECK PROTECTION PROGRAM (PPP) SMALL BUSINESS ADMINISTRATION LOAN APPLICATION DOCUMENT CHECKLIST



The SBA loans that will be offered under the CARES Act will be handled through your bank and guaranteed 100% by the SBA. The amount of information you will need to provide for the loan application may differ by lender, but here is a list of documents to gather now that may be required.

- 2019 IRS Quarterly 940, 941, 944 payroll tax reports.**
- Payroll reports for a 12-month period (ending on your most recent payroll date).**
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
- 1099s for independent contractors for 2019.**
- Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan.**
 - Include all employees and the company owners
- Document the sum of all retirement plan funding that was paid by the company owner(s).**
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 IRAs
- Also include:**
 - Last three years personal and business tax returns
 - Copy of any professional licenses
 - Articles of Incorporation and bylaws of each entity
 - Driver's license
 - Certification that all employees live in the United States
 - Most recent 12-month profit and loss statement



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