



SBA Paycheck Protection Program Required Documentation Checklist

Items required at time of application:

- Completed PPP Application and application addendum
 - All figures on the application addendum must be accompanied with associated source document.
- Beneficial Ownership Form including copy of drivers license for each owner
- Payroll Expense Verification documents, to verify loan amount requested, to include:
 - Payroll tax reports filed with IRS (including Forms 940, DE9).
 - Payroll report summary for preceding 12 months or last FYE and 1st Qtr 2020.
 - 1099's (For Independent Contractors)
- 2019 Profit & Loss statement
- Last FYE filed tax return / Schedule C of 1040 to validate the business activity code for SBA size standards.
- Last FYE 990 filed – Non-profits Only

Sole Proprietors also include:

- Fictitious name statement (if applicable)
- Required – 2019 1040 - Schedule C completed

Note: The above list is currently our interpretation of the items needed at this time for loan application purposes. After the loan is made, a second list of documentation will be required in order to determine and verify eligible debt forgiveness amount, if any. This list is subject to change as changes are instituted by SBA.