

Paycheck Protection Program (PPP) Small Business Administration Loan Application Required Document Check List

While we wait for the SBA to provide us with further details on the PPP, please begin to gather the following information for your loan application:

- Payroll documents for 2019 and 2020 showing employee wages, paid time off, vacation, family medical leave, and state and local taxes. This should include payment of cash tip or equivalent.
- Proof of payment of allowances paid for dismissal or separation.
- Proof of payment of group health benefits, including premiums paid in 2019 and 2020.
- Proof of payment of any retirement benefits in 2019 and 2020.
- Proof of payment of state and local taxes assessed on the compensation of employees for 2019 and 2020.
- Proof of payments for compensation to any sole proprietor or independent contractor for an amount not more than \$100k in one year (pro-rated for covered period).
- Loan statements showing the outstanding amount of a loan made under the SBA's Disaster loan program between January 21, 2020 and the date on which the covered Payroll Protection Program loans are made available.
- Tax Returns for 2019 or completed year-end financials.

