

**SBA Paycheck Protection Program Loan**  
Borrower Documentation Checklist

1. SBA Form 2483 or 2483-SD (Borrower Application, separate for each borrowing entity), complete and fully executed
  - a. Affiliation Addendum A, if applicable
2. **Second Draw Borrowers Only:** The applicant must also submit documentation adequate to establish that the applicant experienced a revenue reduction of 25% or greater in 2020 relative to 2019. Documentation may include relevant tax forms, including annual tax forms, or, if relevant tax forms are not available, quarterly internal financial statements or bank statements.
3. Payroll expense consists of:
  - a. Compensation to employees in the form of salary, wages, commissions or similar compensation;
  - b. Cash tips or the equivalent (based upon employer records of past tips or, in the absence of such records, a reasonable, good-faith employer estimate of such tips);
  - c. Payment for vacation, parental, family, medical or sick leave;
  - d. Allowance for separation or dismissal;
  - e. Payment for the provision of employee benefits consisting of group health care coverage, including insurance premiums, and retirement;
  - f. Payment of state and local taxes assessed on compensation of employees;
  - g. **For an independent contractor or sole proprietor**, wage, commissions, income, or net earnings from self-employment or similar compensation.
  - h. Excluded payroll expense includes:
    - i. Any compensation of an employee whose principal place of residence is outside of the United States;
    - ii. The compensation of an individual employee in excess of an annual salary of \$100,000, prorated as necessary;
    - iii. Qualified sick and family leave wages for which a credit is allowed under sections 7001 and 7003 of the Families First Coronavirus Response Act (Public Law 116–127).
4. 2019 or 2020 IRS quarterly payroll tax reports (i.e. Form 941)
  - a. IRS Form 940 / 941
5. Payroll reports for **12 months of 2019 or 2020** (i.e. January 2019 through December 2019), whichever yields the maximum loan amount for the borrower. These should include detail on gross wages and all withholdings for each employee. Seasonal businesses should provide the information for 2/15/2019 thru 6/30/2019. New businesses should provide the information for 1/1/2020 and 2/29/2020.
  - a. Independent Contractors / Sole Proprietors to provide payroll processor records, payroll tax filings, Form 1099-Misc or other income and expense records from a

Sole Proprietor. In lieu of these documents bank records or other sufficient documentation must be provided to support qualifying payroll amount

6. Verification that State and local unemployment taxes are paid
  7. 2019 or 2020 W-2's for all employees
  8. Documentation showing the following paid for each employee:
    - a. Vacation, sick leave, family leave,
    - b. Retirement benefits, not to include employee contributions,
    - c. Healthcare benefits.
  9. Trailing 12-month profit & loss statement
  10. Quarterly gross receipts information for each quarter of 2019 and 2020.
  11. Copy of the front and back of Driver's License
  12. Copy of Borrower's 2018 and 2019 Federal Tax Returns, if not already on file with bank
  13. Organizational Documents, if not already on file at the bank.
    - a. By-Laws
    - b. Articles of Incorporation / Organization (depending on the entity type)
    - c. Corporate Resolution
    - d. EIN Verification – If not available a copy of the tax return would suffice
- If self-employed (sole proprietorship):
- a. Fictitious Name Filing (if applicable)
  - b. EIN Verification