

DOCUMENTATION NEEDED FOR PAYCHECK PROTECTION PROGRAM LOANS

IMPORTANT: These documents are REQUIRED to process your PPP loan application.

Document requirements by entity type:

Corporation

- Payroll documents
 - At least one of the following (in priority order)
 - 2019 940 Employers FUTA Tax Return, and/or
 - 2019 W3 Transmittal Wage & Tax Statement, and/or
 - All 4 2019 Quarterly 941 Tax Reports
 - Payroll reports that show:
 - 2019 Employer contributions for health insurance (including employer contribution to HSA)
 - 2019 Employer contributions to retirement benefits (including 401k plans, Simple IRAs, SEP IRAs)
 - *(If applicable)* List of employees (w/salaries) with total compensation (including benefits) > \$100,000
 - *(If applicable)* List of employees (w/salaries) with total compensation whose principal residence is outside the U.S.
 - *(If applicable)* If seasonal business, need total payroll costs for period 2/15/2019 to 6/20/2019
- Entity documents
 - Articles of Incorporation
 - Corporate Bylaws
 - *(If applicable)* Shareholder Agreement
 - Certificate of Assumed Name *(if applicable)*

LLC

- Payroll documents
 - At least one of the following (in priority order)
 - 2019 940 Employers FUTA Tax Return, and/or
 - 2019 W3 Transmittal Wage & Tax Statement, and/or
 - All 4 2019 Quarterly 941 Tax Reports
 - Payroll reports that show:
 - 2019 Employer contributions for health insurance (including employer contribution to HSA)
 - 2019 Employer contributions to retirement benefits (including 401k plans, Simple IRAs, SEP IRAs)
 - *(If applicable)* List of employees (w/salaries) with total compensation (including benefits) > \$100,000
 - *(If applicable)* List of employees (w/salaries) with total compensation whose principal residence is outside the U.S.
 - *(If applicable)* If seasonal business, need total payroll costs for period 2/15/2019 to 6/20/2019
- Entity documents
 - Certificate of Formation/Articles of Formation
 - Operating Agreement/LLC Agreement
 - Certificate of Assumed Name *(if applicable)*

Limited Partnership

- Payroll documents
 - At least one of the following (in priority order)
 - 2019 940 Employers FUTA Tax Return, and/or
 - 2019 W3 Transmittal Wage & Tax Statement, and/or
 - All 4 2019 Quarterly 941 Tax Reports
 - Payroll reports that show:
 - 2019 Employer contributions for health insurance (including employer contribution to HSA)
 - 2019 Employer contributions to retirement benefits (including 401k plans, Simple IRAs, SE IRAs)
 - *(If applicable)* List of employees (w/salaries) with total compensation (including benefits) > \$100,000
 - *(If applicable)* List of employees (w/salaries) with total compensation whose principal residence is outside the U.S.
 - *(If applicable)* If seasonal business, need total payroll costs for period 2/15/2019 to 6/20/2019
- Entity documents
 - Certificate of Formation/Partnership
 - Partnership Agreement
 - Certificate of Assumed Name *(if applicable)*

Non-Profits

- Payroll documents
 - At least one of the following (in priority order)
 - 2019 940 Employers FUTA Tax Return, and/or
 - 2019 W3 Transmittal Wage & Tax Statement, and/or
 - All 4 2019 Quarterly 941 Tax Reports
 - Payroll reports that show:
 - 2019 Employer contributions for health insurance (including employer contribution to HSA)
 - 2019 Employer contributions to retirement benefits (including 401k plans, Simple IRAs, SEP IRAs)
 - *(If applicable)* List of employees (w/salaries) with total compensation (including benefits) > \$100,000
 - *(If applicable)* List of employees (w/salaries) with total compensation whose principal residence is outside the U.S.
 - *(If applicable)* If seasonal business, need total payroll costs for period 2/15/2019 to 6/20/2019
- Entity documents
 - Articles of Incorporation
 - Corporate Bylaws
 - IRS Determination Letter for non-profit status
 - Shareholder Agreement *(If applicable)*
 - Certificate of Assumed Name *(if applicable)*

Sole Proprietor / Independent Contractor

- Payroll documents
 - 2019 Personal Tax Returns, or
 - All 1099-MISC forms received for 2019, or
 - Other documentation that shows 2019 income
- Entity documents
 - Certificate of Assumed Name *(if applicable)*