Loan Checklist

Information Required (based on guidance provided to us as of April 5, 2020)

Paycheck Protection Program

	Completed/Provided
• Paycheck Protection Program Loan Application SBA FORM 2483	_____
• 1099s for independent contractors for 2019	_____
• 2019 IRS Form 941 (required for all quarters) OR 2019 IRS form 944 OR 2019 W-3 (filed W-2's for all employees)	_____
• Evidence from the Secretary of State's website that your entity is in good standing (in existence and active)	_____
• Itemized payroll summary report to include breakdown of salaries paid to each employee over the past 12 months (Gross wages for each employee, Paid time off for each employee, Vacation pay for each employee, Family Medical leave for each employee, State & Local taxes assessed on an employees compensation, healthcare premiums and 401K contributions)	_____
• Retirement plan contribution statements for 2019 (include all employees and company owners, include 401k plans, Simple IRA, SEP IRA's)	_____
• Proof of payment for other benefits paid on behalf of the employee (group health care coverage, etc.) in 2019	_____
• Current Borrower Financial Statement for Fiscal Year 2019 and 2019 Tax Return (2018 will be accepted if 2019 has not been filed)	_____
• Articles of Incorporation and Bylaws (for Corporation). Operating Agreement (for LLC). For an LLC each members percentage ownership must be reported and total 100%. These percentages must match those reflected on SBA Form 2483 and the Beneficial Ownership Form.	_____
• Current mortgage / rent statement	_____
• Most recent utility statement	_____
• Beneficial Ownership Form	_____
• Borrowers Certification Form	_____
• Copy of Driver's License for each individual owning 20% or more of the borrowing entity	_____