

The following information will be needed to present to the Bank to apply for the Paycheck Protection Program (PPP) loan:

<input type="checkbox"/>	Completed SBA Loan Application
<input type="checkbox"/>	Completed 'Maximum Loan Amount' portion of Payroll Calculator Spreadsheet
<input type="checkbox"/>	Copies of payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year of 2019 and first quarter of 2020 (if available) should be presented.
<input type="checkbox"/>	Copies of payroll reports (detailed by employee) for each pay period for the preceding 12 months. Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll reports through the pay period preceding the origination of the SBA loan.
<input type="checkbox"/>	Information demonstrating borrower had employees for whom borrower paid salaries and payroll taxes on or around February 15, 2020. Typical information would include the 2020 Form 941 or payroll records. For Sole Proprietors, evidence the business was in operation on or around February 15, 2020 is required in lieu of payroll records.
<input type="checkbox"/>	For Sole Proprietors, 2019 tax return with Schedule C (or if not yet filed, the 2019 Schedule C with amounts anticipated to be filed together with the 2018 Schedule)
<input type="checkbox"/>	Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the date of the SBA loan origination. Copies of the monthly invoices should suffice.
<input type="checkbox"/>	Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of workpapers, schedules and remittances to the retirement plan administrator should be sufficient.
<input type="checkbox"/>	Tax Returns may be required If you do not presently have a commercial loan relationship with the bank or are a new customer to the bank.

The following information will be needed to present to the Bank or SBA for Loan Forgiveness:

<input type="checkbox"/>	Completed 'Loan Forgiveness Amount' portion of Payroll Calculator spreadsheet
<input type="checkbox"/>	Copies of payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the 8-week period following the origination of the loan.
<input type="checkbox"/>	Copies of payroll reports (detailed by employee) for each pay period for the 8-week period following the origination of the loan. Gross wages including PTO (which might include vacation, sick, and other PTO) should be reflected.
<input type="checkbox"/>	Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the 8-week period following the origination of the loan should be provided. Copies of the monthly invoices should suffice.
<input type="checkbox"/>	Documentation of all retirement plan funding by the employer for the 8 weeks following the origination of loan should be sufficient. Copies of workpapers, schedules and remittances to the retirement plan administrator should be available.
<input type="checkbox"/>	Copies of all lease agreements for real estate should be presented along with proof of payment during the 8-week period following the loan origination date.
<input type="checkbox"/>	Copies of all statements of interest paid on mortgage obligations incurred prior to February 15, 2020 indicating payment amounts and proof of payment for the 8-week period following the loan origination date.
<input type="checkbox"/>	Copies of cancelled checks, statements or other evidence of utilities paid during the "covered period" for the 8-week period following the loan origination date.