

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

You can begin to gather information for your loan application. Your payroll provider (Paychex, ADP, Accountant) may be of assistance in collecting what you need. We believe that the following information may be required:

- Financial Information:
 - Most recent Company Tax Returns for the last 2 years if available.
 - Year to date company prepared financials statements (balance sheet and income and expense)

- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports

- Last tax returns on file and most recent financial statement

- Payroll reports for a twelve-month period (ending on your most recent payroll date), which will show the following information:
 - Gross wages for each employee, including officer(s) if paid W-2 wages.
 - Paid time off for each employee
 - Vacation pay for each employee
 - Family medical leave pay for each employee
 - State and local taxes assessed on an employees compensation

- 1099s for independent contractors for 2019

- Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan.
 - Include all employees and the company owners

- Document the sum of all retirement plan funding that was paid by the company owner(s) (do not include funding that came from employees out of their paycheck deferrals).
 - Include all employees and the company owners
 - Include 401K Plans, Simple IRA Plans, and SEP IRA's

Patriot Act-Important Information about Procedures for Opening a New Account

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all banks to obtain, verify and record information that identifies each person who opens an account.

What this means to you: When you open an account, we will ask for your name, physical address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license and other identifying documents. If you are opening a new business account, we may also ask to see business authorization and verification documents.