

- **Payroll Documentation** –

- **Businesses with Employees**, provide the following for the full calendar year 2019 or 2020, whichever was used to calculate the loan amount requested in the application:
  - IRS Quarterly 940, 941 or 944 payroll tax reports
  - State Quarterly unemployment insurance tax reporting forms
  - Payroll statement or similar documentation from the pay period that covered February 15, 2020
  - Payroll reports from 3<sup>rd</sup> party payroll processor for 2019 or 2020 showing the following:
    - Gross wages (including commissions and cash tips or equivalent) 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 employee's compensation
    - Allowance for dismissal or separation
  - Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan including health, dental, vision, Health Reimbursement Payments (HRA), Health Savings Accounts (HSA) and any self-funded amounts
    - Include all employees and the company owners
  - Document the sum of all retirement plan funding for each employee that was paid by the company owner(s) – do not include funding that came from employees out of paycheck deferrals
    - Include all employees and the company owners
    - Include 401k plans, cash balance plans, Simple IRAs and SEP IRAs
    - Provide Form 5500 for 2019 or 2020, if completed
  - For self-employed applicants or sole proprietors with employees – Form 1040 Schedule C.
  - For farmers or ranchers with employees – Form 1040 Schedule F
  - For partnership with employees – Form 1065 (including K-1s)
- **Self-employed applicants, independent contractors, and/or sole proprietors filing a Schedule C (with no employees)**, provide the following for 2019 or 2020, whichever was used to calculate the loan amount requested in the application:
  - Form 1040 Schedule C
  - Form 1099-MISC detailing nonemployee compensation received (box 7), invoice, bank statement or book of record that establishes you are self-employed.
  - 2020 invoice, bank statement, or book of record to establish the applicant was in operation on or around February 15, 2020
  - 1099 for independent contracts for 2019 or 2020 including wage, commission, income, net earnings from self-employment or similar compensation that is not more than \$100,000 in one year

- **For farmers or ranchers filing a Schedule F (with no employees)**, provide the following for 2019 or 2020, whichever was used to calculate the loan amount requested in the application:
  - Form 1040 Schedule F
  - Form 1099-MISC detailing nonemployee compensation received (box 7), invoice, bank statement or book of record that establishes you are self-employed.
  - 2020 invoice, bank statement, or book of record to establish the applicant was in operation on or around February 15, 2020
- **For partnerships (with no employees)**, provide the following for 2019 or 2020, whichever was used to calculate the loan amount requested in the application:
  - IRS Form 1065 (including K-1s)
  - An invoice, bank statement, or book of record establishing the partnership was in operation on February 15, 2020
- **Paycheck Protection Program Application – SBA Form 2483 (1/21):**
  - All fields and questions required to be completed.
  - Applicant is required to initial Questions 5 & 6, all Certifications and Authorizations on page 2, and sign and date the completed application at the bottom of page 2.
  - Addendum A, if applicable based upon the answer to Question 3
  - Addendum B, if applicable based upon the answer to Question 4
  - Applicant may complete the PPP Borrower Demographic Information Form on page 5 (optional)
- **Applicant Documentation Requirements:**
  - **Individual Applicants or each Owner of 25% or more of a Corporate Applicant**
    - Current, valid driver’s license
  - **Corporation**
    - Bylaws
    - Articles of Incorporation
  - **Limited Liability Company (LLC)**
    - Signed Operating Agreement
    - Articles of Organization
  - **General or Limited Partnership (LP)**
    - Signed Partnership Agreement
    - Articles of Organization
  - **Trust**
    - Trust Agreement