

- **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 wage unemployment insurance tax reporting forms
 - Payroll statement or similar documentation from the pay period that covered February 15, 2020
 - Payroll reports from 3rd 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 contractors 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 (3/21) or SBA Form 2483-C (3/21):**
 - All fields and questions required to be completed.
 - Applicant is required to initial Questions 5 & 6, all Certifications and Authorizations on page 3-4, and sign and date the completed application on page 4.
 - 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 (optional)
 - **Note:** As certified in the application, the applicant will not be involved with illegal activities, which would include activities related to controlled substances at the applicant's property (including, without limitation, any growing, distributing, processing, storing, or dispensing of medical or recreational marijuana, so long as marijuana remains prohibited under federal law).
- **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