

- **Payroll Documentation:**

- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports
- Monthly payroll reports for 2019 and year-to-date for 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
- 1099 for independent contracts for 2019 and detail on payments in 2020 including wage, commission, income, net earnings from self-employment or similar compensation that is not more than \$100,000 in one year
- 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 if completed
- For partnerships or sole proprietors filing a Schedule C, provide the following for 2019 and year-to-date for 2020:
 - Guaranteed payments paid to partner for partnerships only
 - Distribution/draw payments
 - Any related owner benefits as noted above

- **Additional Support Documentation for Covered Expenses:**

- Financial or bank/loan statements to prove your current mortgage, lease, and/or utility payments

- **Paycheck Protection Program Application Form:**

- 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.
- Additional GSB Certifications:
 - All payroll information provided for the loan amount calculation excludes employees that reside outside of the United States
 - All payroll information clearly identifies seasonal workers
 - The applicant is not a marijuana-related business

- **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