



## **PARTIAL SBA LOAN APPLICATION CHECKLIST PAYCHECK PROTECTION PROGRAM**

### **APPLICATION ITEMS**

- Copies of payroll tax reports file 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.
- Copies of payroll reports 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.
- 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.
- Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of work papers, schedules and remittances to the retirement plan administrator should be sufficient.
- Copy of Driver's License

### **CLOSING ITEMS (If the Bank does not already have)**

#### **Corporate Documents**

##### Corporation

- Articles of Organization
- By-laws
- Tax ID
- DBA if applicable

##### Limited Liability Company (LLC)

- Articles of Organization
- Company Agreement/Regulations
- Tax ID
- DBA if applicable

##### General Partnership

- Partnership Agreement
- Tax ID
- DBA if applicable

##### Limited Partnership

- Partnership Agreement
- Corporate documents as applicable of the General Partner
- Tax ID
- DBA if applicable