

CARES Act Loan Document Checklist - PPP

Documentation

- Completed SBA Application
- Articles of Incorporation/Organization or as appropriate depending on the entity type
- EIN Letter from IRS or first page of the Company tax return in order to confirm Tax ID or IRS Form 940
- Bylaws/Operating Agreement or as appropriate depending on the entity type
- Copies of all owners' Driver's Licenses
- Type of business being operated and type of industry. Please also note if it is a franchise or not.
- Average monthly payroll for 2019 for businesses existing in 2019
- For new business in 2020, average monthly payroll from January 1, 2020 to February 29, 2020.
- Payroll Expense Verification documents to include:
 - IRS Form 940
 - Payroll Summary Report with number of employees and corresponding bank statement
 - If Payroll Summary Report is not available, Employee Pay Stubs as of February 15, 2020
 - Breakdown of payroll benefits (vacation, allowance for dismissal, employer paid group healthcare benefits, employer paid retirement benefits, etc.)
 - 1099s (for independent contractors) with personal tax return including Schedule C
 - Certification that all employees live within the United States. If any do not, provide a detailed list with corresponding salaries of all employees outside of the United States
- Supplemental Certification