



PAYCHECK PROTECTION PROGRAM (PPP) SBA LOAN APPLICATION CHECKLIST

The following items must be emailed to a Loan Officer prior to beginning an online application:

For SMALL BUSINESSES / SOLE PROPRIETORSHIPS / NON-PROFITS

- A copy of the last 4 quarters of 941 payroll tax reports filed with the IRS
- **(OR)** a 2019 W-2 and Earnings Summary
- **(OR)** a 2019 Annual 940 report

- A copy of payroll documentation for all employees that earned more than \$100,000 in 2019.

- Documentation to verify all health insurance premiums paid by the company under a group health plan.

- Documentation to verify retirement contributions from the company to the employees in 2019. DO NOT include employee contribution amounts.

INDEPENDENT CONTRACTORS / SELF-EMPLOYED INDIVIDUALS

- A copy of IRS Schedule C for 2019. This is a schedule from a 1040 tax return.

- If the 2019 tax return has not been filed, a Schedule C must still be filled out and submitted along with a profit and loss statement for 2019 that verifies this information.

- Self-employed individuals that have employees must also submit the 2019 IRS Form 941.