



## CARES Act –Loan Application Checklist

We are still waiting on the SBA to issue the final guidance for the CARES Act Payroll Protection Program. However, in order to start facilitating the application process, below is a list of documents that will be required. **Additional information may be requested as we continue to receive updates on the process.**

**To apply please provide the following information:**

- Completed [Paycheck Protection Program Application Form](#)
- Articles of Incorporation/Organization of Each Borrowing Entity
- Bylaws/Operating Agreement of Each Borrowing Entity
- Copy (front and back) of driver's license for all owners
- Completed CARES Act Paycheck Protection Program Loan Calculator (located under the "How much can I borrow?" section) with verifying source documents *as applicable*:
  - 2019 IRS Form W-3, 940, or quarterly 941 payroll tax reports
  - 12-month Payroll Summary Report (QuickBooks) or other payroll reports for 2019 and year to date 2020 which will show for each employee:
    - Gross wages, including officers if paid W-2 wages
    - Paid time off, vacation pay, family medical or sick leave not included in gross wages
    - State and local taxes assessed on employee compensation
  - Documents showing employer contribution to benefit plans including group health care premiums and employer contributions to retirement plans
- Self-employed individuals, Independent Contractors and Sole Proprietorships – payroll tax filings for 2019 and year to date 2020, 1099-Miscellaneous forms and 2019 and year to date 2020 income and tax expense from the sole proprietorship.
- Do all your employees live within the United States? **YES or NO** If NO, identify in the source documents above any employee(s) outside the United States.
- Have you previously received a loan from the SBA? **YES or NO** (required inquiry; no implications)

**When all the above items are completed and available to submit contact your Relationship Manager or call 877-758-1600 to speak to a member of our lending team. They will provide you a secure file transfer link you will use to securely email all documents.**

Due to high volume of applications it is difficult to predict time to process and obtain SBA approval. We will contact you directly if we need additional information to process your application. We will notify you as soon as possible upon confirmation of approval from SBA.