



## CARES Act Paycheck Protection Program Loan Application Checklist \*

The checklist below identifies documentation necessary for us to review your PPP loan application. **Additional information may be requested.** *\*Note: See separate checklist specifically for self-employed and sole proprietor borrowers.*

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

- Completed [Paycheck Protection Program Borrower Application](#)
- 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 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 o Documents showing employer contribution to benefit plans including group health care premiums and employer contributions to retirement plans
- 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.