



SBA PAYCHECK PROTECTION PROGRAM
LOAN APPLICATION CHECKLIST

For borrowers who would like assistance in completing their loan application under the SBA's Paycheck Protection Program, please provide us with the following:

- **The name of the lender and loan officer with whom you are applying for the loan**
- **For all individuals or entities holding a 20% or greater ownership interest in the business, please provide the following:**
 1. Name
 2. Address
 3. Tax ID Number/SSN
 4. Title with the business (if any)
 5. Ownership Percentage
- **A copy of your business' year-end payroll report for 2019**
 - Include information to identify:
 1. All employees earning over \$100,000 per year
 2. Employer-paid amounts for employee benefits, such as retirement, health and other benefits
- **A copy of your business' year-to-date monthly payroll reports for 2020**
 - Include information to identify:
 1. All employees earning over \$100,000 per year
 2. Employer-paid amounts for employee benefits, such as retirement, health and other benefits
- **Copies of your business' organizational documents** (e.g., articles of organization and issued share certificates for Corporations, and certificate of organization and operating agreement for LLCs.
- **A copy of your business' last filed tax return** (if you have not yet filed for Tax Year 2019, then obtain a copy of your business' 2018 tax return and obtain a P&L/Balance Sheet for 2019)

Due to the anticipated high volume of applications under this program, we strongly recommend that all borrowers begin the application process as soon as possible.