PPP Loan Application **Checklist**

Paycheck Protection Program (PPP)Small Business Administration Loan Application

Required Document Checklist

APPLICATION SUBMISSION OPEN DATES

Small Businesses: April 3

Sole Proprietors and Independent Contractors: April 10

Prepare for the PPP application process by using this checklist to help you gather information. Please note, this is not an official applicaiton preparation list. Some of this information may not be needed, and there may be additional documentation required.

- ❏ 2019 IRS Quarterly 940, 941 or 944 payroll tax reports
- ❏ Payroll reports for a twelve-month period (ending on your most recent payroll date), which will show the following information:
  - ❏ Gross wages for each employee, including officer(s) if paid W-2 wages.
  - ❏ Paid time off for each employee
  - ❏ Vacation pay for each employee
  - ❏ Family medical leave pay for each employee
  - ❏ State and local taxes assessed on an employee's compensation
  - ❏ Employer-paid federal payroll taxes and employee federal wihtholidngs
- ❏ 1099s for independent contractors for 2019
- ❏ Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan.
  - Include all employees and the company owners
- ❏ Document the sum of all retirement plan funding that was paid by the company owner(s) (do not include funding that came from employees out of their paycheck deferrals).
  - Include all employees and the company owners
  - Include 401K plans, Simple IRA, SEP IRA's

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