



PAYCHECK PROTECTION PROGRAM

REQUIRED DOCUMENTS CHECKLIST

ALL APPLICANTS

All applicants should complete the following:

- PPP COVER SHEET
- PPP APPLICATION

Sole Proprietors and Self Employed

Supporting Documents

Documents for sole proprietors, self-employed and individual contractors:

- 2019 IRS Form 1099-MISC and 2019 IRS Form 1040 Schedule C if you are an independent contractor
- 2019 IRS Form 1040 Schedule C if your business is a sole proprietorship

If you have employees or if you are a nonprofit

Applicants with employees and nonprofit organizations will need the following supporting documents:

- The provided **PPP LOAN CALCULATION SPREADSHEET** for Employers or a similar document to show loan calculation.
- 2019 IRS Form 940, Form 941 Q1, Q2, Q3, Q4
- 2019 IRS Form W-3
- Articles of organization
- 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.**Many payroll providers already have a report setting available for PPP loans. Please check with your provider.