

# **Paycheck Protection Program (PPP) Small Business Administration Loan Application Required Document Check List**

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While we wait for the SBA to provide us with further details on the PPP, please begin to gather the following information for your loan application:

- Payroll documents for 2019 and 2020 showing employee wages, paid time off, vacation, family medical leave, and state and local taxes. This should include payment of cash tip or equivalent.
- Proof of payment of allowances paid for dismissal or separation.
- Proof of payment of group health benefits, including premiums paid in 2019 and 2020.
- Proof of payment of any retirement benefits in 2019 and 2020.
- Proof of payment of state and local taxes assessed on the compensation of employees for 2019 and 2020.
- Proof of payments for compensation to any sole proprietor or independent contractor for an amount not more than \$100k in one year (pro-rated for covered period).
- Loan statements showing the outstanding amount of a loan made under the SBA's Disaster loan program between January 21, 2020 and the date on which the covered Payroll Protection Program loans are made available.
- Tax Returns for 2019 or completed year-end financials.

