

Payroll Protection Program Preliminary Document Checklist

Needed to help you calculate the eligible loan amount:

Payroll reports for 2019 and 2020 year to date showing the following broken down by employee and/or officers:

- ∞ Gross wages
- ∞ Paid time off
- ∞ Paid vacation
- ∞ Pay for family medical leave
- ∞ State and local taxes (form 940, 941 or 944)
- ∞ 1099s for independent contractors (if applicable)

Completed 2019 tax return OR 2019 Profit and Loss Report and Balance Sheet

Filed 2018 Business Tax Return

Documentation showing:

- ∞ Funds received in the form of an Economic Injury Disaster Loan since Jan. 31, 2020, if any
- ∞ Payments for group health care benefits including premiums paid in 2019 to 2020 year to date
- ∞ Payment of any retirement benefits paid in 2019 and 2020 year to date

Needed for verification of forgiveness amount:

Quarterly IRS forms 940, 941 or 944 for the following dates:

- ∞ March 31, 2019 and June 30, 2019
- ∞ March 31, 2020 and June 30, 2020, when available

Documentation in the form of canceled checks, payment receipts and bank statements showing payment of the following items from Feb. 15, 2020 to June 30, 2020:

- ∞ Mortgage Interest
- ∞ Rent payments
- ∞ Utilities