

SBA Paycheck Protection Program- **1st Draw Loans** Required Documentation Checklist

- ❑ Completed Borrower Application – *SBA Form 2483 (dated 1/21 on the bottom left)*
- ❑ Completed worksheet calculating the maximum loan amount. Please provide the following source documentation, covering the applicable period used in your calculation (2019 or 2020):
 - ❑ Payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports)
 - ❑ Payroll reports, including first quarter 2020 (*to establish operations as of 2/15/2020*). Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll reports through the pay period preceding the origination of the SBA loan.
 - ❑ K-1s for partner distributions (if applicable)
 - ❑ Health insurance premiums paid by the company under a group health plan including owners of the company. Copies of the monthly invoices should suffice.
 - ❑ All retirement plan funding by the employer. Copies of workpapers, schedules and remittances to the retirement plan administrator.
 - ❑ 1099-MISC (for independent contractors)
 - ❑ 1040, Schedule C for 2019 and Income/Expense as of 2/15/2020 (for sole proprietorships)