

SBA Paycheck Protection Program- **2nd Draw Loans** Required Documentation Checklist

- Completed Borrower Application – *SBA Form 2483-SD*
- Completed worksheet confirming loan max calculation and revenue decrease, and provide the following:
 - Documentation to support revenue reduction (income statements for quarters used in comparison – be sure to use **calendar** quarterly revenue numbers, not YTD)
 - If you are using a different period to calculate your 2nd Draw loan from what was used in your initial PPP loan, supporting payroll documentation will be required.
- ***If another bank provided your initial PPP loan***, please also provide the following source documentation covering the applicable period used (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 through 2/15/2020 (for independent contractors)
 - 1040, Schedule C for 2019 and Income/Expense as of 2/15/2020 (for sole proprietorships)