

PPP REQUIRED DOCUMENT CHECKLIST

Required Documentation for all Businesses:

- Paycheck Protection Plan Borrower Application Form
- Tax ID TIN Number

For all Non-Self Employed Business Structures

- 2019 IRS Annual 940 or 944, or Quarterly 941 payroll tax reports.
- Payroll records for 2019 or Last 12 months of Payroll Reports beginning with your last payroll date and going backwards 12 months.
 - Payroll report must show the following for the time period above:
 - Gross wages for each employee, including the 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 the employee's compensation for each employee.
 - Do NOT include 1099s for services/ independent contractors that would otherwise be an employee of your business.
 - Documentation showing total of all health insurance premiums paid by the Company Owner under a group health plan.
 - Include all employees and the company owners.
 - Document the sum of all retirement plan funding that was paid by the Company Owner (do not include funding that came from the employee's out of their paycheck deferrals).
 - Include all employees, including company owners.
 - 401K plans, Simple IRA, SEP IRAs.
 - DO NOT include funding obtained by employee payroll deductions.

Independent contractors must provide support of the payroll costs from the following:

***** (Please upload 1 file for all documentation, per selection above)**

- 2019 Schedule C Form 1040
- Form 1099
- Income and Expense Reports

Eligible Self-employed Individuals / Sole Prop. * (Please upload 1 file for all documentation, per selection above)**

- 2019 Schedule C Form 1040
- Income and Expense Reports