



Paycheck Protection Program Documentation Checklist

The following documentation is required to be submitted with a completed application.

- Copies of payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the most recent twelve (12) months.

- Copies of payroll reports for each pay period for the most recent twelve (12) months*. Such reports should include gross wages including paid time off, vacation, sick time, and Family Medical Leave.

- Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the most recent twelve (12) months*.

- Documentation of retirement plan funding by the company for the most recent twelve (12) months*.

After we receive your application, we will be in touch with next steps that may need to be completed.

*For seasonal businesses, documents dated between February 15, 2019 and June 30, 2019 will suffice. For new businesses, documents dated January 1, 2020 will suffice.