

First Draw PPP Loan Supporting Documentation

In order to accurately and efficiently process your PPP loan request we ask that you please complete the application in its entirety and provide all documentation outlined below.

If the application/package is incomplete, we cannot process. Incomplete packages will be returned and delay processing of your loan

1. Completed PPP application (all fields), initialed (all fields) and signed – Please use **PPP Borrower Application Form Revised January 8, 2021**
2. Copy of driver's license for each owner over 20%
3. Entity formation documents
 - a. Articles/certificate of incorporation and bylaws; articles of organization and operating agreement; partnership agreement and filed partnership certificate; trustee certification; or trade name certificate (DBA)
4. 2020 YTD or FYE payroll ledger showing payroll costs by employee including benefits
5. Copies of the business's IRS Form 941 for 2020 year-end or for each quarter in 2020
6. Company's most recent filed Corporate Tax Return
7. Copies of invoices/receipts for all non-payroll expenses
8. 2020 and 2019 Schedule C for Sole Proprietors, Independent Contractors and Self-Employed Individuals

This is per the information and guidance we have received from the SBA and is subject to updates and clarification as more details are distributed.

Thank you!