

PAYCHECK PROTECTION PROGRAM (PPP) SMALL BUSINESS ADMINISTRATION LOAN APPLICATION REQUIRED DOCUMENT CHECKLIST

In order to expedite your loan application process, be sure to have the following documentation along with the completed Borrower PPP Application including initials and signatures.

- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports

- Payroll reports for a twelve-month period (ending on your most recent payroll date), which will show the following information:
 - Gross wages for each employee, including 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 an employee's compensation

- 1099s for independent contractors for 2019

- Documentation showing total of all health insurance premiums paid by the company owner(s) 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(s) (do not include funding that came from employees out of their paycheck deferrals).
 - Include all employees and the company owners
 - Include 401K plans, Simple IRA, SEP IRA's



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