

SBA Paycheck Protection Program (PPP)

Document Checklist

Collect and use the following documents to verify past expenses and complete the loan application for the SBA Paycheck Protection Program. You may need to contact your accountant and/or payroll service to assemble the documentation.

- Copy of a current driver's license
- 2019 IRS Form 943 (Annual – Ag Employers) or 941 (Quarterly Non-Ag Employers)
- Payroll reports documenting you had employees whom you paid wages and payroll tax on or around February 12, 2020. Could include payroll tax reports or canceled paycheck(s) with paystubs.
- 2019 IRS W3 and all employees W2's
- Workers Compensation and any state required unemployment Compensation paid by the employer for 2019
- Total gross wages for employees who have H-2A status or are not primary residents of U.S. for 2019
- If sole proprietor or independent contractor, provide a copy of your 2019 tax return and 1099-MISC
- Documents that show the total health insurance premiums paid by the company owners under a group health plan; include all employees and the company owners for 2019
- Documents that show the total of all retirement plan funding paid by the company owner(s) i.e. 401K plans, simple IRAs, and SEP IRAs , not including the funding that came from employees out of their paycheck deferrals for 2019
 - Include all employees and the company owner(s)

Employers of Seasonal Workers:

If over 23% of your payroll costs are incurred within the 12 week period beginning 2/15/19 or 3/1/19, you may benefit from using the seasonal worker employer calculation within the PPP. Additional information may be required.

Employers not in business for the period beginning February 15, 2019 and ending on June 30, 2019:

Above documentation should be obtained for the period beginning on 1/1/20 and ending on 2/29/20. Additional information may be required.