

Paycheck Protection Program

Document Checklist

Who Can Apply:

The following entities affected by Coronavirus (COVID-19) may be eligible:

- Small Business (SBA size standards):**
 - Industry Based Size Standard
 - Alternative Size Standard

- 501(c)(3) Non-profit Organization:**
 - Has 500 Employees
 - Has over 500 Employees, but fits the SBA Industry size standard

- 501(c)(6) Non-profit Organization:**
 - Has 300 Employees
 - Has over 300 Employees, but fits the SBA Industry size standard

- 501(c)(19) Veterans' Organization:**
 - Has 500 Employees
 - Has over 500 Employees, but fits the SBA Industry size standard

- Tribal Business (sec. 31(b)(2)(C) of the Small Business Act):**
 - Has 500 Employees
 - Has over 500 Employees, but fits the SBA Industry size standard

- Accommodations and Food Services (NAICS Code 72XXXX):**
 - Has more than one physical location
 - Has 500 or less employees per location

- Sole Proprietors, Independent Contractors, and Self-Employed Persons:**
 - Sole Proprietor
 - Independent Contractor
 - Self-Employed Person

- Housing Cooperatives:**
 - Has 300 Employees
 - Has over 300 Employees, but fits the SBA Industry size standard

- Destination Marketing Organizations:
 - Has 300 Employees
 - Has over 300 Employees, but fits the SBA Industry size standard

- Eligible News Organizations (NAICS code 511110 or 5151:
 - Has 500 Employees
 - Has over 500 Employees, but fits the SBA Industry size standard

All Applicants

All applicants should be prepared with the following:

- Business Start Date
- Bank Account and Routing Number

Articles of Organization / Incorporation

Identification documents required for Businesses:

- Sole Proprietors, LLC's, and LP's:
 - EIN Letter from the IRS (Tax ID)
 - Certificate of Formation
 - Operating Agreement – not required for single member LLC's (but if one exists request it)

- Corporations (S-Corps & C-Corps):
 - EIN Letter from the IRS (Tax ID)
 - Certificate of Incorporation
 - Company By-Laws

Sole Proprietors, Independent Contractors, and Self-Employed

Suggested documents for Sole Proprietors, Self-Employed and Individual Contractors:

- Sole Proprietors:
 - 2019 or 2020 IRS Form 1099-MISC – not exceed \$100,000.00 for the year

- Independent Contractors:
 - 2019 or 2020 IRS Form 1040-C

Applicant's with Employees and Non-profit Organizations

Suggested documents for Sole Proprietors, Self-Employed and Individual Contractors*:

2020 IRS:

- Form 941 – Quarterly Salary, Wages, Commissions, and Tips
- Form 944 – Annualized Salary, Wages, Commissions, and Tips
- Form W-3
- Form 940 – Unemployment Costs (if any)
- Form 1099-MISC – Independent Contractors paid, not to exceed \$100,000.00 annually (if any)
- Form 1040-C – If the business is a Sole Proprietorship

Monthly Payroll Statements (that outline these costs per month**):

- Statement – Salary, Wages, Commissions, or Tips (not exceeding \$100,000.00 annually for each employee)
- Statement – Costs for Vacation, Parental, Family, Medical, or Sick Leave
- Statement – Costs for Separation or Dismissal of Employees
- Statement – State & Local Taxes assessed on Employee Compensation

IF APPLICABLE - Monthly Payroll Statements (that outline these costs per month**):

- Statement – All Health Insurance Premiums paid by the Business Owner under a Group Health Plan
- Statement – All Retirement Plan funding paid for by Business Owner

*If Applicant is a Seasonal Business but did not operate in Quarter 1 and 2 of 2019, provide IRS Form 941 with information as of the beginning of business start date.

Many Payroll providers like **ADP, **Paychex**, **Gusto** already have a report setting available for PPP Loans. Have the Applicant check with their provider.