



## Paycheck Protection Program (PPP) Small Business Administration Loan Application Required Document Checklist

---

- 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
- Schedule C from your 2019 and 2018 tax returns for sole proprietors and self-employed individuals
- 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