



Paycheck Protection Program (PPP)

Small Business Administration Loan Application – FIRST DRAW

Required Document Checklist

- 2019 & 2020 IRS and State of Maine 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 tax return for sole proprietors and self-employed individuals
- Partnership – Corporate tax return 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