

SBA First or Second DRAW - NEW Customer Checklist to check off and Submit with Application

		Please mark "X" in any box that you are submitting documentation for. Please submit all documentation that applies to your business
1)	Filled out and hand signed and initialed Application (FORM 2483 or 2483-SD) and if your answer is yes on number 3 of the application must send in an Addendum A	
2)	For Borrowers with Employees: Copies of payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports). If you are electing to base your loan amount on 2019 payroll, please submit filings for all of 2019 and first quarter of 2020. If you are electing to base your loan amount on 2020 payroll, please submit your filings for all of 2020 (4th Quarter if available). Independent Contractors and Sole Proprietors, will need to provide 2019 Schedule C, 2019 1099s, & Invoice, Bank Statement, or book of record to establish your were in operation on or around Feb 15, 2020 Partnerships will also need to submit IRS Form 1065 for 2019 (Including Schedule K-1s) and an invoice, Bank Statement, or book of record to establish you were in operation on or around Feb 15,2020	
3)	Copies of payroll reports from your chosen Payroll Period (2019 or 2020). Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO).	
4)	Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company from your chosen Payroll Period (2019 or 2020) Copies of the monthly invoices should suffice.	
5)	Documentation of all retirement plan funding by the employer from your chosen Payroll Period (2019 or 2020). Copies of workpapers, schedules and remittances to the retirement plan administrator should be sufficient.	
6)	Proof of 25% reduction in Reveue - relevant tax forms, including annual tax forms, or if relevant tax forms are not avaiable, quarterly financial statements or bank statements, if the financials are not audited you must sign and date the first page of the financial statment (Profit and Loss Statment) and initial all other pages - If a Sch. C must send in their filed 2019 form again	If this is your FIRST PPP loan or 2nd PPP loan is for \$150,000 or less, this documentation is not required. 2nd time borrowers will need to submit this documentation at time of Forgiveness
7)	2019 Tax Return with NAICS CODE showing and matching what is listed on application	
8)	Copy of your first PPP Loan Promisory Note, this doc not required if this is your FIRST PPP loan	
9)	Copy of Voided Check and Wire Instructions from bank the funds will be going to. Cannot just be an email	
Entity Information		
	Articles of Organization	
	Certificate of LLC or Corparation	
	Operating Agreement or Bylaws	
	EIN - the document form IRS	
	Copy of Drivers License From all Owners of 20% owner or more	
	Affirmation & Certification of Sole Proprietorship/independent Contractor, if applicable (Available on our website)	

Belew must be filled out and sent in with application. Put a VALID email and best phone number to reach you so our processors can reach out for signing of loan documents

SIGNERS ON COMPNAY	Email	Contact phone number
1		
2		
3		
4		
5		
6		
7		