

The specific application requirements for the Paycheck Protection Program have not yet been determined. However, we recommend that you begin gathering the data from the list below as it will likely be needed by your lender. Please contact your lender regarding the program and the specific information that is required.

Needed to help you calculate the eligible loan amount:

- Payroll reports by month for 2019 and 2020 year to date showing the following by employee and/or officers:
 - Gross wages
 - Paid time off
 - Paid vacation
 - Pay for family medical leave
 - Payment of group health care benefits, including insurance premiums
 - Payment of any retirement benefit
 - State and local taxes (form 940, 941, or 944)
 - 1099's for independent contractors (if applicable)
 - Completed 2019 tax return OR 2019 Profit and Loss Report and Balance Sheet
 - Documentation Showing:
 - Funds received in the form an Economic Injury loan since 1/31/20
 - Payments for group health care benefits including premiums paid in 2019 to 2020 year to date
 - Payment of any retirement benefits paid in 2019 and 2020 year to date

Needed for verification of forgiveness amount:

- Quarterly IRS forms 940, 941, or 944 for the following dates:
 - March 31, 2019 and June 30, 2019
 - March 31, 2020 and June 30, 2020
- Documentation in the form of canceled checks, payment receipts, and bank statements showing payment of the following items from 2/15/20 to 6/30/20:
 - Mortgage Interest
 - Rent payments
 - Utilities