



## SBA Paycheck Protection Program (PPP)

### Document Checklist

*Collect and use the following documents to verify past expenses and complete the loan application for the SBA Paycheck Protection Program. You may need to contact your accountant and/or payroll service to assemble the documentation.*

- Copy of a current driver's license if a valid license is not already on file
- 2019 IRS Form 943 (Annual – Ag Employers) or 941 (Quarterly Non-Ag Employers)
- Payroll reports documenting you had employees whom you paid wages and payroll tax on or around February 12, 2020. Could include payroll tax reports or canceled paycheck(s) with paystubs.
- 2019 IRS W3 and all employees W2's
- Workers Compensation and any state required unemployment Compensation paid by the employer for 2019
- Total gross wages for employees who have H-2A status or are not primary residents of U.S. for 2019
- If sole proprietor or independent contractor, provide a copy of your 2019 tax return and 1099-MISC
- Documents that show the total health insurance premiums paid by the company owners under a group health plan; include all employees and the company owners for 2019
- Documents that show the total of all retirement plan funding paid by the company owner(s) i.e. 401K plans, simple IRAs, and SEP IRAs , not including the funding that came from employees out of their paycheck deferrals for 2019
  - Include all employees and the company owner(s)

#### **Employers of Seasonal Workers:**

If over 23% of your payroll costs are incurred within the 12 week period beginning 2/15/19 or 3/1/19, you may benefit from using the seasonal worker employer calculation within the PPP. Additional information may be required.

#### **Employers not in business for the period beginning February 15, 2019 and ending on June 30, 2019:**

Above documentation should be obtained for the period beginning on 1/1/20 and ending on 2/29/20. Additional information may be required.