

PAYCHECK PROTECTION PROGRAM LOAN CHECKLIST



Paycheck Protection Program (PPP) Loan Application Checklist

You'll need to gather the following documents to apply for a loan under the PPP:

1

2019 IRS Quarterly 940, 941 or 944 payroll tax reports.

2

2019 Summary payroll report by person. Payroll report must show the following for the time period above:

- Gross wages for each employee, including the officer(s) if paid W-2 wages.
- Family medical leave pay for each employee.
- State and local taxes assessed on the employee's compensation for each employee.

3

2019 W-3 and W-2's filed.

4

1099s for 2019 for independent contractors that would otherwise be an employee of your business. Do NOT include 1099s for services.

5

Documentation showing total of all health insurance premiums paid by the company owner under a group health plan. Include all employees and the company owners.

6

Document the sum of all retirement plan funding that was paid by the company owner (do not include funding that came from the employee's out of their paycheck deferrals). Include all employees, including company owners.