

SMALL BUSINESS INTERRUPTION LOANS
Paycheck Protection Program
Checklist of Documentation Required

*Copies of the following documents will be needed for the **Loan Application**.*

Documents to the credit union	Source	
Full Year 2019 and First Quarter 2020: Payroll Tax Reports, including IRS Forms 941, 940	Payroll Reports	
Full Year 2019 and First Quarter 2020: State Income and Unemployment Tax Filing Reports	Payroll Reports	
12 Months Preceding the Loan Closing: Payroll Reports for each pay period – <i>should include gross wages including PTO*</i> .	Payroll Reports	
12 Months Preceding the Loan Closing: Health Insurance Premiums paid by the Company under a group health plan including owners; copies of monthly invoices should suffice	Monthly Invoices	
12 Months Preceding the Loan Closing: Retirement Plan funding documentation; copies of workpapers, schedules and remittances to the plan administrator should suffice	Plan Administrator	

*The following documents are required eight (8) weeks **AFTER Loan Closing***

*Copies of the following documents will be needed for **Loan Forgiveness**.*

Documents to the credit union	Source	
8 Week Period following Loan Closing: Payroll Tax Reports, including IRS Forms 941, 940	Payroll Reports	
8 Week Period following Loan Closing: State Income and Unemployment Tax Filing Reports	Payroll Reports	
8 Week Period following Loan Closing: Payroll Reports for each pay period – <i>should include gross wages including PTO*</i> .	Payroll Reports	
8 Week Period following Loan Closing: Health Insurance Premiums paid by the Company under a group health plan including owners; copies of monthly invoices should suffice	Monthly Invoices	
8 Week Period following Loan Closing: Retirement Plan funding documentation; copies of workpapers, schedules and remittances to the plan administrator should suffice	Plan Administrator	
8 Week Period following Loan Closing: Copies of all lease agreements for real estate and tangible personal property and proof of payment	Office Manager	
8 Week Period following Loan Closing: Copies of all interest paid on debt obligations incurred prior to 02-15-2020; must indicate amounts and proof of payment	Loan Payment Schedule	
8 Week Period following Loan Closing: Copies of cancelled checks, statements or other evidence of utilities paid	Payable Reports	

**PTO might include vacation, sick and other PTO.*