

# PAYCHECK PROTECTION PROGRAM SMALL BUSINESS ADMINISTRATION DOCUMENT CHECKLIST



## Required Document Checklist

While we wait for the SBA to provide details on the PPP, you can begin to gather information for your loan application. We believe that the following information may be required:

- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports
- Payroll reports for a twelve-month period (ending on your most recent payroll date), which will show the following information:
  - Gross wages for each employee, including officer(s) if paid W-2 wages.
  - Paid time off for each employee
  - Vacation pay for each employee
  - Family medical leave pay for each employee
  - State and local taxes assessed on an employee's compensation
- 1099s for independent contractors for 2019
- Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan.
  - » Include all employees and the company owners
- Document the sum of all retirement plan funding that was paid by the company owner(s) (do not include funding that came from employees out of their paycheck deferrals).
  - » Include all employees and the company owners
  - » Include 401K plans, Simple IRA, SEP IRA's

### We are here to help

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Reach out to your Firsttrust Contact or the Customer Care Center at 800-220-BANK