

Required Document Checklist

In order to process your PPP loan request quickly and accurately, you will need to provide CRF with the following information. We will work with you to ensure you have all of the proper documentation needed to complete your request.

Please note that this is not an exhaustive list. We may require additional documentation upon further guidance from the SBA, or after further review of your request. Visit our [FAQ](#) if you have additional questions about eligibility and document requirements.

Use our [CRF PPP Calculators](#) to determine your average monthly payroll costs and requested PPP loan amount

- **Payroll requirements for PPP Loan Calculator. Provide one of the following:**
 - 2019 OR 2020 annual payroll summary from a third-party payroll provider (some services have a downloadable PPP payroll report – check with your payroll service); **OR**
 - Four Quarters of IRS Form 941 from either 2019 OR 2020; **OR**
 - 2019 or 2020 W3 (Transmittal of Wage and Tax statements)

Supporting Documentation for PPP Loan Calculator. Please provide for same year as what was provided for 2019 **OR** 2020

- **Group health benefits and insurance** if applicable. **You must provide one of the following:**
 - Benefit Company Invoices; **OR**
 - Benefit Company Contribution statements for all 12 months or 4 quarters
- **Retirement benefit expense** if applicable. **You must provide one of the following:**
 - Benefit Company Invoices; **OR**
 - Benefit Company Contribution statements for all 12 months or 4 quarters
- **State and local taxes on compensation** (including unemployment taxes). **You must provide one of the following:**
 - Copies of unemployment/employment filings specific to the state the business is located, **OR**
 - 2019 OR 2020 annual payroll summary from a third-party payroll provider (some services have a downloadable PPP payroll report – check with your payroll service)
- **List of employees and their pay if any received more than \$100,000 during 2019 or 2020**

Additional Required Documentation

- Complete business state and federal tax returns for 2019 OR 2020 (if 2020 has been prepared and filed)
- Complete individual state and federal tax returns for 2019 OR 2020 (if 2020 has been prepared and filed)
- Business Bank Statements that cover February 15, 2020.
- Current/active color copy of Driver's License/Government Issued I.D. (front and back) for all owners 20% ownership or greater
- Articles of Incorporation if applicable to business type
 - By-laws
 - Operating agreement(s)
 - Organizational Structure (if applicable)
- Current/Active Business License when applicable by business type
- For Second Draw PPP applications only. Financial documentation that demonstrates at least a 25% reduction in any quarter of 2020 when compared to the same quarter in 2019. These documents must be **SIGNED** and **DATED** by the borrower. **Only one of the following is required:**
 - A Quarterly Profit & Loss Statement (signed and dated), **OR**
 - Quarterly annotated bank statements, **OR**
 - If applicable, annual tax returns/draft annual tax returns (signed and dated).
- For Second Draw PPP applicants who did not receive their First Draw PPP Loan from CRF. Copy of the SBA Note Form 147 (The purpose request is to provide proof of the PPP SBA Loan Number)

Additional documentation may be required.

All loans subject to credit approval and final guidance from the SBA on the Paycheck Protection Program. Funds are limited and subject to availability.



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The information provided is solely for general knowledge and does not provide any professional advice regarding tax, accounting, legal, financial, or any other professional service. PPP borrowers should contact their professional service providers for a complete understanding of the PPP program requirements and forgiveness processes.

SBA regulations regarding the PPP program are subject to further limitations and changes. Borrowers must follow current regulations and processes based on SBA guidelines. All characteristics described above are from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act (Economic Aid Act), and/or the Coronavirus Response and Relief Supplemental Appropriations Act. The terms and information outlined above are subject to change upon further rulemaking or guidance from the U.S. Small Business Administration and the U.S. government.