



CARES Act – Paycheck Protection Program

Loan Application Document Checklist

To expedite your formal loan application, please assemble the following documents.

- Driver's license for all owners
- Articles of Incorporation/ Organization for each borrowing entity
- Bylaws/Operating Agreement for each borrowing entity
- Payroll expense verification:
 - IRS Form 940/941
 - Payroll summary report with corresponding bank statements for the applicable period as identified within the loan calculator
 - If payroll summary report is not available, other form of verification such as pay stubs
 - Evidence of payroll benefits paid (vacation, sick leave, family leave, retirement benefits, healthcare benefits)
 - Trailing 12 months profit and loss statement
 - 1099 for independent contractors
 - Certification that all employees live within the United States. Itemize and identify employees which do not have a principal residence within the United States.