1099 APPLICANT

Dear ?????

Thank you for your application. We have obtained an SBA Loan number for you, but in order for us to process the loan, we **MUST** have the following, NO EXCEPTIONS!

Read carefully below. If you follow these instructions, your loan will get processed and not delayed. We have placed an X in front of what is missing. This means we still need that specific documentation from you.

**IF YOU ARE A PERSON AND GET PAID WITH 1099’s we need the following**:

\_\_\_\_\_\_ 1040C portion of your 2019 Return

\_\_\_\_\_\_ Driver’s License (has to be in color). State ID, military ID or passport. Needs to have an address. If no address, then 2 forms of proof of address. Ex. Bill.

\_\_\_\_\_\_ January and February 2020 Personal Bank Statement

\_\_\_\_\_\_ 1099 for 2019, **IF YOU DON’T HAVE A 1099, WE NEED**

\_\_\_\_\_\_\_ All 2019 Bank Statements along with a General Ledger or Invoices for your deposits. What is a General Ledger, a general ledger can be typed or hand written and it is an itemized accounting for your deposits that equals up to your income. Ex: Date of Deposit/Reason/Amount

\_\_\_\_\_ PPP Calculator

**AFTER WE REVIEW THIS DOCUMENTATION, WE WILL ADVISE YOU IF WE NEED ANYTHING FURTHER**

CORP. APPLICANT

Dear ??????

Thank you for your application. We have obtained an SBA Loan number for you, but in order for us to process the loan, we MUST have the following, NO EXCEPTIONS!

Read carefully below. If you follow these instructions, your loan will get processed and not delayed. We have placed an X in front of what is missing. This means we still need that specific documentation from you.

**IF YOU HAVE FILED AS ANY TYPE OF COMPANY AND INCLUDED 1099’S IN THE APPLICATION, PLEASE NOTE THAT WE CAN NOT ACCEPT 1099’s AS A COMPANY. PLEASE ASK ALL YOUR 1099 EMPLOYEES TO FILE INDEPENDANTLY FOR THEMSELVES. WE WILL HOWEVER ACCEPT THE FOLLOWING:**

**IF YOU ARE ANY TYPE OF CORPORATION, PLEASE NOTE THAT WE MUST HAVE THE INFORMATION ON ALL MEMBERS OF CORP. AND IF A CORP OWNS A PART OF YOUR CORP WE NEED THEIR INFORMATION AS WELL, UNTIL IT ALL GET’S BROKEN DOWN TO ACTUAL PEOPLE AND NOT ENTITIES.**

**\_\_\_\_\_** Articles of Incorporation

\_\_\_\_\_ Certificate of Good Standing

\_\_\_\_\_ The % of each member of the company

\_\_\_\_\_ Driver’s License for the person applying for the loan

\_\_\_\_\_ IRS **Form 941** for all **4 Quarters** of 2019

\_\_\_\_\_ IRS **Form 940**

**\_\_\_\_\_ W-2s** for 2019

**\_\_\_\_\_ RT-6** Statements for all **4 Quarters** of 2019

**\_\_\_\_\_ along with** documentation of any retirement or health insurance paid by the company on the employees behalf, must be provided to substantiate the applied for PPP loan amount. This includes if applicable: **Breakdown of payroll benefits:**

1. vacation,
2. allowance for dismissal,
3. group healthcare benefits – including insurance premiums,
4. retirement benefits

\_\_\_\_\_ A **payroll statement** or similar documentation from the pay period that covered **February 15, 2020** must be provided to establish the company and/or partnership was in operation and had employees on that date.

\_\_\_\_\_ If the company and/or partnership has no employees, an invoice, **bank statement, or book of record** establishing the company and/or partnership was in operation on **February 15, 2020** must instead be provided.

\_\_\_\_\_ When filling out the application, please note that under Borrower Authorized Representative, Please put your current home address there. If your DL does not match your home address, we will need a utility statement as well reflecting proof of residence. Under mailing address, that is where you want your mail to go. Under business entity is where your business address goes.

\_\_\_\_\_ PPP Calculator based on your type of business