**Payroll Documentation Cheat Sheet**

**Self Employed 1099 (LLC Filing as Sole Proprietor, Sole Proprietor, Independent Contractor, Gig Economy Worker)**

**With no employees:**

1. PPP Loan Calculator
2. 2019 IRS Form 1040 Schedule C must be provided to substantiate the applied-for PPP loan amount.
3. 2019 IRS Form 1099-MISC detailing nonemployee compensation received (box 7), invoice, bank statement, or book of record (General Ledger) establishing you were self-employed in 2019.
4. 2020 invoice**, bank statement**, or book of record establishing you were in operation on **February 15, 2020.**

**With employees – all of the above plus:**

1. IRS Form 941 for all 4 Quarters of 2019
2. IRS Form 940 for 2019
3. W-2s for 2019
4. RT-6 Statements for all 4 Quarters of 2019
5. \*documentation of any retirement or health insurance contributions, must be provided to substantiate the applied for PPP loan amount. This includes if applicable: Breakdown of payroll benefits:
6. vacation,
7. allowance for dismissal,
8. group healthcare benefits – including insurance premiums,
9. retirement benefits
10. A payroll statement or similar documentation from the pay period that covered February 15, 2020 must be provided to establish you were in operation and had employees on that date.

**Partnerships**

**With no employees:**

1. PPP Loan Calculator
2. The partnership’s 2019 IRS Form 1065 (including K-1s) and other relevant supporting documentation if the partnership has employees
3. If the partnership has no employees, an invoice, bank statement, or book of record establishing the partnership was in operation on February 15, 2020 must instead be provided.

**With employees – all of the above plus:**

1. IRS Form 941 for all 4 Quarters of 2019
2. IRS Form 940 for 2019
3. W-2s
4. RT-6 Statements for all 4 Quarters of 2019
5. **\***documentation of any retirement or health insurance, must be provided to substantiate the applied for PPP loan amount. This includes if applicable: Breakdown of payroll benefits:
6. vacation,
7. allowance for dismissal,
8. group healthcare benefits – including insurance premiums,
9. retirement benefits

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

**S and C Corporations**

1. Loan Calculator
2. IRS Form 941 for all 4 Quarters of 2019
3. W-2 statement for all employees
4. RT-6 Statements for all 4 Quarters of 2019. Form can also be called= Employers quarterly tax. What employers pay towards unemployment taxes.
5. IRS Form 940 for 2019

6. filed business tax return (IRS Form 1120 or IRS 1120-S) or Financial Statements for 2019

1. \*documentation of any retirement and/or health insurance contributions, must be provided to substantiate the applied for PPP loan amount. This includes if applicable: Breakdown of payroll benefits:
2. vacation,
3. allowance for dismissal,
4. group healthcare benefits – including insurance premiums,
5. retirement benefits
6. A payroll statement or similar documentation from the pay period that covered February 15, 2020 must be provided to establish the partnership was in operation and had employees on that date.

**LLCs should follow the instructions that apply to their tax filing situation, for example, whether they file as a sole proprietor, a partnership, or a corporation.**

**Non-Profits**

1. Loan Calculator
2. IRS Form 941 for all 4 Quarters of 2019
3. W-2 statement for all employees
4. RT-6 Statements for all 4 Quarters of 2019
5. IRS Form 940 for 2019
6. IRS Form 990 for 2019
7. RT-6 Statements for all 4 Quarters of 2019
8. \*documentation of any retirement and/or health insurance contributions, must be provided to substantiate the applied for PPP loan amount. This includes if applicable: Breakdown of payroll benefits:
9. vacation,
10. allowance for dismissal,
11. group healthcare benefits – including insurance premiums,
12. retirement benefits
13. A payroll statement or similar documentation from the pay period that covered February 15, 2020 must be provided to establish the partnership was in operation and had employees on that date.
14. Need State Articles. Certificate of good standing.

**Notes**

**\*Records from a retirement administrator can be used to document employer retirement contributions while records from a health insurance company or third-party administrator for a self-insured plan can document employer health insurance contributions.**

**\*\*Very small businesses that file an annual IRS Form 944 instead of quarterly IRS Form**

**941 should rely on and provide IRS Form 944.**

**-A company that owns a company, that owns a company. Need Corporate Resolution.**

**-A foreigner that owns a company in the United States. Only the salaries of the people that live and work here in the United States can be covered.**

**-They need proof they were in business up until Feb 15th, 2020.**

**-Seasonal Businesses-**

**-Application. Top portion, where you live. The middle part is you mailing address. Bottom portion is your business information.**

**-What is a 940 (full year) and 941 (For quarter).**

**-Have to have 8 weeks of payroll, prior to Feb 15th. Jan 1st to Feb 29th.**

**-Partnership can use a K1.**

**-If you have a tax lien, you cannot apply. But if you are on a payment plan you can apply.**

**-bk, has to be 100% closed. A closed bk. If it was dismissed that will not work, 5 year**