**** **Required Documents**

 For your Paycheck Protection Program Application

This document is intended to be a guide to help applicants understand the documents that are required to obtain a **SBA 7(a) Paycheck Protection Program** loan. Below you will see a complete list of the general documents needed for underwriting approval. You’ll note that we also refer to templates that were made available to you via e-mail [in the event you do not have your own].

**\*Please note**: On all Fillable PDF files, we recommend saving your completed applications in the following way to avoid any issues with your Fillable document saving your completed fields:

* Select File > Print > Select “Printer” Drop Down > **Print as PDF**

Please contact your Loan Processor at Apply For Relief for further assistance as needed.

1. **Completed SBA 7(a) PPP Loan Application**
	1. This is a 2-page, fillable PDF that was provided to you within the intro e-mail. You can type right onto this application without the need to print, hand-fill, and sign
2. **SBA Form 1919 [Borrower Information]** or corresponding SBA Form 912 [if applicable].
	1. A copy of the SBA Form 1919 was made available to you via e-mail. This is also a fillable PDF that can be completed right on your desk top without the need to print, or fill by hand.
	2. This form has two sections: 1) Applicant **Business** Information, and 2) **Principle** information
		1. Business Information is related to the borrowing business/entity and completed just once
		2. The **Principal** **Information** must be completing by every member who has ownership % in the applying business listed under the “Small Business Applicant Ownership” section
3. **Articles of Incorporation (Corporations) / Organization (LLCs) of the borrowing entity.**
	1. These Articles are provided by the State when you initially filed and formed your company’s entity. If you are unable to locate, you’ll need to contact the party who assisted you with forming your corporation or LLC (possible LLP, Sole Proprietor, or other). This may have been your attorney, or an online company such as: Legalzoom, Rocketlawyer etc
4. **By-Laws/Operating Agreement of the borrowing entity**
	1. This is the document that outlines the ownership of the Business’s legal entity, which is usually in the form of a % (for LLCs or LLPs). Or via a Shares Ledger with the Bylaws (for S-Corps or C-Corps).
	2. The Bylaws / Operating Agreement must be signed by all members of the entity and clearly show each member’s ownership percentage (If LLC or LLP) or shares (if corporation)
5. **EIN Document of the borrowing entity**
	1. This is the official form that was provided to you by the IRS when you formed the Business entity. It will list the EIN number and be listed as the SS-4 Form in the top right hand corner.
	2. If you have misplaced this document, you can re-obtain this easily by following instructions here: <https://www.irs.gov/businesses/small-businesses-self-employed/lost-or-misplaced-your-ein>
6. **Driver’s License(s)**
	1. Required for every member of the borrowing entity who have any ownership % (Per the Operating Agreement if an LLC or LLP) or shares (Per the Bylaws/Shares ledger if Corporation) in the company.
	2. Must be a Scanned or Clear Photo which cannot be partially cut off. These will be returned as asked to be re-taken, delaying the process.
7. **Payroll Expense verification documents to include:**
	1. IRS Form 940 and 941 [Most recent of each]
		1. We recommend you check with your accountant to get a copy of these. Or you can go to: <https://www.irs.gov/pub/irs-pdf/f940.pdf>
	2. Payroll Summary Report along with the corresponding bank statement showing the expenses taken out of your company account.
	3. If a Payroll Summary Report is not available, then you will be asked to provide Employee Pay Stubs as of February 15, 2020 (or corresponding period) with the corresponding bank statement, and Breakdown of payroll benefits (vacation, allowance for dismissal, group healthcare benefits, retirement benefits, etc.
	4. Copy of 1099s [if Independent Contractor(s)]
	5. Certification that all employees live within the United States. If any do not, provide a detailed list with corresponding salaries for those employees who live outside the United States
8. **Trailing 12-month Profit & Loss statement for business** applying
	1. Starting with the most recent completed month and going back 12 months.
		1. *Example*: If the date your submitting this application package was 3/27/2020, your P&L Statement should begin from March, 2019 and go through February 2020, since March of 2020 was not yet over.
	2. A P&L Template was made available to you via e-mail, or you can also provide your own.
9. **Most recent Mortgage Statement or Rent Statement (Lease)**
	1. One or the other depending if you own the building your business operates out of, or rent.
10. **Most recent Utility Bills for business**
	1. Electric, Gas, Telephone, Internet, Water
11. **Rent Roll**
	1. Only Required if you own the building your business operates out of **and** you rent a portion of that same building to another business as well.
	2. A template was made available to you to complete, otherwise you can also provide your own if you have one.