SBA document List

Dear Borrower,

Thank you for applying for the SBA Paycheck Protection Program. This emergency SBA loan can be used for employee payroll (W2 and 1099 contractors), employee benefits, business taxes, interest, rent, utilities and loan payments.

You need to look at your books and tally up all of your expenses from the last 12 months for employee payroll, employee benefits, business taxes, interest, rent, utilities and loan payments. Divide that number by 12 and you will get 1 month of your average expenses. Then you can times 1 month of your average expenses by 2.5 and that is the most amount of money you can apply for at this time under the Paycheck Protection Program.

As of 4.2.20 the below list of documents are what we are being told will be needed in order to fund these PPP loans. The last attachment, attachment 9, also goes over more facts about the Paycheck Protection Program so **please** read this. Please email us back attachments 1-6 ASAP so we can process your PPP loan request. If this list changes at all, our loan processors will updated you via email of the changes. Please keep checking your emails to stay updated.

Documents needed to fund your Payment Protection Program Loan as of 4.2.20:

-Completed Application- **1st & 2nd attachment**
-SBA Form 1919- **3rd attachment**, or corresponding SBA Form 912 [if applicable]
-Articles of Incorporation/Organization of each borrowing entity (this is what they file with the state).
-By-Laws/Operating Agreement of each borrowing entity (Fully signed and clearly shows all members ownership percentage/member shares.)
-Company EIN document from IRS website
-Driver’s Licenses for all Members of the borrowing entity/owners in the business
-Payroll Expense verification documents to include:
A. IRS Form 940 and 941 [Most recent of each]- Check with your accountant to get a copy of these. <https://www.irs.gov/pub/irs-pdf/f940.pdf>
B. Payroll Summary Report with corresponding bank statement
C. If a Payroll Summary Report is not available, Employee Pay Stubs as of February 15, 2020 (or corresponding period) with corresponding bank statement, and,
Breakdown of payroll benefits (vacation, allowance for dismissal, group healthcare benefits, retirement benefits, etc.
D. 1099s (if Independent Contractor)
E. Certification that all employees live within the United States. If any do not, provide a detailed list with corresponding salaries of all employees outside the United States
-Trailing twelve-month profit and loss statement on business applying (as of the date of application)**- 4th or 5th Attached Template or provide your own. Please make sure this document has the proper dates on it!**
-Most recent Business Mortgage Statement (if they own the property their business is run out of) or Rent Statement. If they rent we need a copy of their Lease.
-Most recent Utility Bills for business (Electric, Gas, Telephone, Internet, Water)

-Rent Roll- **6th attachment** (only if you own a building your business operates out of and you rent space out to another business as well.)

If you would like to be considered for other lending programs to help your business we would also need the below:

-Every Principles Tri-merge credit report- please provide some type of proof of every principles credit.

-Professional resumes on each principle

-Current Personal Financial Statement on each borrower-**7th attachment**

-2016-2018 personal tax returns on each principle

-2016-2018 business tax returns

-Current Profit and Loss statement on your business from 1.1.2020 to now- **send yours or use 4th or 5th attachment.**

-Current Balance Sheet on your business

-2017 to 2019 Profit and Loss statement on your business- **send yours or use 4th or 5th attachment.**

-Proforma on business (if applicable)

-Current Business debt schedule for the business being bought, or business currently owned-**8th attachment**