SBA document List

Dear Borrower,

Thank you for applying for the SBA Payment Protection Program. This emergency SBA relief loan can be used for eligible monthly payroll costs based on the past 12 months of your businesses expenses, multiplied by 2.5. That equation is the most amount of money you can apply for the SBA Payment Protection Program Relief Loan.

The list directly below is what the lender needs to 100% fund this loan. Please be advised this list is changing daily, but as it changes our loan processors will update you accordingly.

Documents needed to fund your Payment Protection Program Loan as of 3.30.20:

-Completed Application- **1st attachment**  
-SBA Form 1919- **2nd attachment**, or corresponding SBA Form 912 [if applicable]  
-Articles of Incorporation/Organization of each borrowing entity  
By-Laws/Operating Agreement of each borrowing entity (Fully signed and clearly shows all members ownership percentage)  
-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)**- 3rd or 4th Attached Template or provide your own.**  
-Most recent Mortgage Statement or Rent Statement (Lease)  
-Most recent Utility Bills for business (Electric, Gas, Telephone, Internet, Water)

-Rent Roll- **5th 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-**6th 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 3rd or 4th attachment.**

-Current Balance Sheet on your business

-2017 to 2019 Profit and Loss statement on your business- **send yours or use 3rd or 4th attachment.**

-Proforma on business (if applicable)

 -Current Business debt schedule for the business being bought, or business currently owned- **7th attachment**