

# Paycheck Protection Program Checklist

## APPLICATION

1. Complete Paycheck Protection Program Application Form (Form 2483)
2. Entity documents: Complete set
  - a. Articles of Incorporation/Articles of Organization
  - b. Bylaws/Operating Agreement
  - c. Tax ID Number
  - d. Minutes if applicable
  - e. Ownership Verification
3. Driver license copy (all owners - 20% or more)
4. Payroll summary report/register for FY 2019 - 12 mos. (to calculate average one month payroll) - capped at \$100,000 per employee
5. Breakdown of payroll benefits (vacation, allowance for dismissal, group healthcare benefits, retirement benefits, etc.)
6. Evidence of payroll taxes paid, insurance premiums and benefits paid to employees that matches payroll summary
7. 2019 business tax return or financial statement (if 2019 tax return not available, provide 2018 tax return)
8. 1099s (for independent contractor)

## 8 WEEKS AFTER THE FUNDING - verification of funds used

1. Payroll summary report with corresponding bank statement or cancelled check copies of payroll
2. Copy of mortgage statement with corresponding evidence of payment (only interest covered for the eligible use)
3. Copy of lease with corresponding evidence of payment
4. Utility bills with corresponding evidence of payment
5. Certification that the documents are true and correct and that the amount of funds requested for forgiveness were used to keep employees and make eligible mortgage interest, rent, and utility payments.

**IF YOU DO NOT PROVIDE ABOVE DOCUMENTATION OR USED FUNDS FOR OTHER PURPOSES, REPAYMENT WILL BE REQUIRED. REPAYMENT IS ALSO REQUIRED IF YOU DO NOT MAINTAIN YOUR STAFF AND PAYROLL.**