

PAYROLL PROTECTION PROGRAM

BORROWER CHECKLIST

Subject to change based on SBA guidance

EMPLOYMENT DOCUMENTATION

- 12 months of employee payroll documentation**
 - Payroll reports for each pay period for the previous 12 months (including individual salaries, wages, commissions, PTO, vacation, sick leave, FMLA, etc. AND number of employees)
 - Any payroll tax reports filed with the IRS (including Forms 941, 944, and state income and unemployment tax filing reports) for all of 2019 and first quarter of 2020 (if available)
 - Documentation showing any employee health insurance premiums paid by the employer for the previous 12 months
 - Documentation showing all employer-funded retirement payments for the previous 12 months
 - Documentation showing any employees with a salary in excess of \$100,000

- New Businesses not operational in 2019**
 - All documentation above for January and February 2020

- Seasonal Businesses**
 - All documentation above for March 1, 2019 through June 30, 2019

- Sole Proprietors, Independent Contractors, & Self-employed Individuals**
 - All documentation above, including any payroll tax filings, Forms 1099-MISC



PAYROLL PROTECTION PROGRAM

BORROWER CHECKLIST

Subject to change based on SBA guidance

APPLICATION

[Application](#)

FINANCIAL INFORMATION

2019 financials

YTD 2020 financials

Documentation showing any current debts

NEW BUSINESS ACCOUNT INFORMATION

Any legal organizational documentation, i.e. articles of incorporation, partnership agreement, operating agreement, bylaws, etc.

Photo ID, DOB, Phone number, and SSN of any signer



live first®

FIBT.com

