



## Paycheck Protection Program (PPP) Loan Document Checklist

Required Document Checklist According to the SBA, the following information is required to review your PPP loan application. Please submit all information via the secure weblink <http://bit.ly/ppp2docs>.

### **FIRST DRAW Applicant Documents Required:**

- Completed and signed SBA Form 2483 Paycheck Protection Program (PPP) application**
  - Application must be completed in its entirety and signed by at least one owner and uploaded with inquiry application
  
- Front and back copy of a government-issued ID for all individuals owning 20% or more of the business (For nonprofit organizations, ID copies for all authorized signers are needed)**
  
- Loan Calculation for Eligibility (Complete the excel spreadsheet provided by BCL)**
  
- Depending on the business structure, the following formation documentation should be provided:**
  - Corporation- Articles of Incorporation
  - LLC- Certificate of Formation with the State of Texas
  - Limited Partnerships – Certificate of Formation with State of Texas
  - General Partnerships – Partnership Filing with County in Texas
  - Sole Proprietorships/Independent Contractor – Assumed Name Certificate/ Doing Business As (DBA) form or proof that company was in business as of February 15, 2020
  
- Sole Proprietorships, Sole Member LLC's, or Independent Contractors**
  - 2019 Personal Tax Return, including the Schedule C (all pages must be included)
  
- Partnership**
  - 2019 1065 Partnership Tax Return, including all schedule K1s (all pages must be included)
  
- If Business has employees, payroll information requires includes**
  - 2019 Form 941 (for all quarters) payroll tax reports
  - 2019 Form 944 (annual) payroll tax reports
  - Payroll processing records for 12 months
    - If available, in addition to the Federal Tax forms, a report from your payroll services provider (ADP, Paychex, etc. or internally prepared)
    - Gross wages for each employee, including officer(s) if paid W-2 wages
  - 2019 report showing costs paid for group health care coverage, including insurance premiums and retirement (if applicable)
    - Do not include funding that came from employees out of their paycheck deferrals)
    - Include all employees and the company owners
    - Include 401K plans, Simple IRA, SEP IRA's
  
- Additional Documents (if applicable)**
  - [Addendum B for applicants who received an EIDL loan](#)
  - [Addendum C for applicants who have ownership in other businesses](#)

**See second page for Second Draw Applicant Documents Required**

## **SECOND DRAW Applicant Documents Required:**

- Completed and signed SBA Form 2483-SD Paycheck Protection Program (PPP) application**
  - Application must be completed in its entirety and signed by at least one owner and uploaded with inquiry application
- Front and back copy of a government-issued ID for all individuals owning 20% or more of the business (For nonprofit organizations, ID copies for all authorized signers are needed)**
- First Draw Loan Number and Loan Amount**
- Loan Calculation for Eligibility (Complete the excel spreadsheet provided by BCL)**
- Depending on the business structure, the following formation documentation should be provided:**
  - Corporation- Articles of Incorporation
  - LLC- Certificate of Formation with the State of Texas
  - Limited Partnerships – Certificate of Formation with State of Texas
  - General Partnerships – Partnership Filing with County in Texas
  - Sole Proprietorships/Independent Contractor – Assumed Name Certificate/ Doing Business As (DBA) form or proof that company was in business as of February 15, 2020
- Sole Proprietorships, Sole Member LLC's, or Independent Contractors**
  - 2019 Personal Tax Return, including the Schedule C (all pages must be included)
- Partnership**
  - 2019 1065 Partnership Tax Return, including all schedule K1s (all pages must be included)
- If Business has employees, payroll information requires includes**
  - 2019 Form 941 (for all quarters) payroll tax reports
  - 2019 Form 944 (annual) payroll tax reports
  - 2020 Form 941 (for all quarters) payroll tax reports
  - Payroll processing records for 12 months
    - If available, in addition to the Federal Tax forms, a report from your payroll services provider (ADP, Paychex, etc. or internally prepared)
    - Gross wages for each employee, including officer(s) if paid W-2 wages
  - 2019 and 2020 report showing costs paid for group health care coverage, including insurance premiums and retirement (if applicable)
    - Do not include funding that came from employees out of their paycheck deferrals
    - Include all employees and the company owners
    - Include 401K plans, Simple IRA, SEP IRA's
- Gross receipts for comparing losses:**
  - 2019 Profit and Loss Statement (quarterly) and 2020 Profit and Loss Statement (quarterly)
  - For business not operating in 2019, receipts for first quarter of 2020 and receipts for third or fourth quarter for comparison
  - 2019 tax returns
  - 2020 tax returns (if available)
- Additional Documents (if applicable)**
  - [Addendum B for applicants who received an EIDL loan](#)
  - [Addendum C for applicants who have ownership in other businesses](#)