



For a Borrower to apply for a PPP Loan we need the following:

- Documentation verifying the number of employees on payroll and pay rates, including IRS payroll tax filings and State income, payroll and unemployment insurance filings.
- Documentation verifying payments on covered mortgage obligations, lease obligations, and utilities.
- Certification from a representative of your business or organization that is authorized to certify that the documentation provided is true and that the amount that is being forgiven was used in accordance with the program's guidelines for use.
- Evidence the Borrower is in compliance with the Sec. of State
- Articles of Organization or similar reflecting who is authorized to sign for the Borrower.
- Tax Payer ID Number
- 12/31/2019 12-Month ending Income/Expense Statement
- 12/31/2019 12-Month ending Balance Sheet
- 1/1/2020 to current Income Statement
- Most Recent Years Business Tax Returns and Personal Tax Returns