



List of information needed for Payroll Protection Program loans (Cares Act):

1. PPP Application (Form 2483)
2. 2019 YE business financials (Balance sheet and Profit and loss)
3. 2018 or 2019 business tax returns for the applicant business or Schedule -C
4. 12-months' worth of payroll costs for 2019 including:
(If employed less than 12-months, then provide as much as you have)

FOR EMPLOYERS –

- Salary, wage, commission, or similar compensation *(refer to the SBA CARES Act Calculation spreadsheet under tab "Data Needed" for a more detailed explanation)*
- Payment of cash tip or equivalent
- Payment for vacation, parental, family, medical or sick leave
- Allowance for dismissal or separation
- Payment required for provisions of group health care benefits, including insurance premiums
- Payment of any retirement benefit
- Payment of State or local tax assessed on the compensation of employees

FOR SOLE PROPRIETORS, INDEPENDENT CONTRACTORS, AND SELF-EMPLOYED INDIVIDUALS –

- The sum of payments of any compensation to or income of a sole proprietor or independent contractor that is a wage, commission, income, net earnings from self-employment, or similar compensation and that is in an amount that is not more than \$100,000 in one year, as pro-rated for the covered period.

5. Applicable business entity registration documents such as:

- Articles of Organization
- Articles of Incorporation
- By-Laws
- Operating Agreements
- Tax Identification Number (EIN)