

## Paycheck Protection Program ▪ PPP Economic Injury Disaster Loan ▪ EIDL

What are the typical documents now being requested in connection with Paycheck Protection Program & Economic Injury Disaster Loan?

Wells Fargo Bank – Bank of America – Chase  
& Many Local and Community Banks

Honestly, it is all over the board. We work with so many lenders that the information request varies but the institutional lenders are requesting:

### BE PREPARED TO PROVIDE THIS SUPPORTING DOCUMENTATION WITH YOUR EIDL & PPP APPLICATIONS

- SBA **FORM 413D** – **Personal Financial Statements** for every owner of 20% or greater interest
- SBA **FORM 1368** – Monthly Sales Figures EIDL
- SBA **FORM 2202** – Schedule of Liabilities
- SBA **FORM P-019** – EIDL Supporting Information
  
- **W-3**
- Form 1099-Misc for independent contractors applying on their own
- Income and expenses from a sole proprietorship – a fairly exacting spreadsheet
  
- **Tax Returns** – **Personal 2018 + 2019 or extension**
- SBA Form 4506-T-Request for Transcript of Tax Returns \_Business / Personal
  
- Business Entity documentation to prove existence and validity
- **In some cases** – Secretary of State filings, active status, etc. for LLC or INC
- **In some cases** – Bylaws, Minutes, Ownership statements, etc. to prove ownership interests

Where you see **PPP**, you **MUST** produce these items for the application

- **PPP** Statement:
  - ✓ AVERAGE monthly PAYROLL during **2019**
  - ✓ ID number of employees
  - ✓ Business inception start date
  - ✓ Specifically .. summarize what does business do?
- **PPP Profit and Loss Statement** for **2019** - Year-End
  - ✓ **Profit and Loss Statement** for **2020** - Year-to-Date
- **PPP** Payroll Tax Form **940**
- **PPP** Payroll Tax Form **941**
- **PPP** Payroll Tax Form **944**
- **PPP** Payroll Tax Form **W2** All Employees Earning Summary
- **PPP Tax Returns** – **Business 2018 + 2019** if filed
- **PPP Business Bank Statements** – **LAST SIX (6) MONTHS** (all pages **OCT-MAR**) – **best to download PDFs direct from your bank**
- **PPP Business Bank Statement** – **FEBRUARY 2020** (vital to prove you were in business that month making payroll)
- **PPP Business Bank Statement** – month-to-date activity
- **PPP** Voided Business Check
- **PPP** COLOR images of DRIVER'S LICENSE – Front and Back: Scan or Take a cell phone picture - **text to 818-512-1715**

### What can you use the PPP loan for?

- The borrower can use the loan proceeds to retain workers and maintain payroll or make mortgage, lease, and utility payments.
- A borrower is eligible for loan forgiveness equal to the amount the borrower spent on the following items during the 8-week period beginning on the date of the origination of the loan – **BUT YOU MUST HAVE SUPPORTING DOCUMENTATION TO PRESENT IN AUDIT:**
  - ✓ Payroll costs (using the same definition of payroll costs used to determine loan eligibility).
  - ✓ Interest on the mortgage obligation incurred in the ordinary course of business.
  - ✓ Rent on a leasing agreement.
  - ✓ Payments on utilities (electricity, gas, water, transportation, telephone, or internet).
  - ✓ For borrowers with tipped employees, additional wages paid to those employees.
  - ✓ The loan forgiveness cannot exceed the principal – **AND APPEARS to be a max 95% of LOAN AMOUNT**
  - ✓ The amount of loan forgiveness is reduced if there is a reduction in the number of employees or a reduction of greater than 25% in wages paid to employees.