

Paycheck Protection Program (PPP) Loan Document Checklist

Updated as of 1/14/2021

Borrowers should submit SBA Form 2483 or 2483-SD along with supporting documentation, which may include:

- 2019 or 2020 tax forms, financial records, bank statements (whichever year was used to calculate payroll)
- 2019 IRS payroll tax filings (Forms 940, 941, 944)
- State quarterly wage unemployment tax insurance reporting forms OR full year payroll processing records
- Health insurance premium expenses (if group healthcare costs were included in payroll calculations)
- Retirement plan expenses (if payments into retirement accounts were included in payroll calculations)
- Documentation supporting certification that, as of February 15, 2020, you had employees for whom you paid wages and payroll taxes, you paid independent contractors, or you are an independent contractor.
- For self-employed borrowers:* 2019 or 2020 Schedule C
- For Partnerships:* 2019 or 2020 K-1s
- For Second Draw Loans:* Copies of financial statements, tax records, or bank statements supporting the 25% decrease in gross revenues in any 2020 quarter compared to the same quarter in 2019