

Document Preparation:

While we do not have any final guidance from the SBA yet, we encourage you and your team to please prepare the following documents if you intend to apply:

1. Attached Application Form
2. Articles of Incorporation/Organization of each borrowing entity (should the bank not have current documentation on file)
3. By Laws/Operating Agreement of each borrowing entity (should the bank not have current documentation on file)
4. Payroll Expense verification documents to include:
 - a. IRS Form 941 and 944
 - b. Payroll Summary Report
 - c. If a Payroll Summary Report is not available, Employee Pay Stubs as of February 15, 2020 (or corresponding period) with corresponding bank statements, and,
 - d. Breakdown of payroll benefits (vacation, allowance for dismissal, group healthcare benefits, retirement benefits, etc.)
5. 1099s (if you are an Independent Contractor)
6. Copy of Driver's Licenses or other state issued photo I.D. for all Owners