

SMALL BUSINESS

PAYCHECK PROTECTION PROGRAM

FINANCIAL DATA CHECKLIST

INFORMATION REQUIRED WITH LOAN APPLICATION

1

Copies of payroll tax reports file with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year of 2019 and first quarter of 2020 (if available) should be presented.

2

Copies of payroll reports for each pay period for the preceding 12 months. Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll should include reports through the pay period preceding the origination of the SBA loan.

3

Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the date of the PPP loan origination. Copies of the monthly invoices should suffice.

4

Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of work papers, schedules and remittances to the retirement plan administrator should be sufficient.

■

NOTE: Each borrower will need to make a certification that the documentation is true and accurate, the amount for which forgiveness is being requested was used to make payments to retain employees, covered rent obligations and covered utility payments. In addition, Lendistry and/or SBA may request further information. There will be NO forgiveness if the documentation is not presented. The SBA will render a decision within 60 days after receipt of an application for forgiveness. The amount of any loan forgiveness under PPP is NOT taxable income.