

Paycheck Protection Program Loan Application Checklist

This checklist covers the information that's necessary to complete a paycheck protection program loan application. We've build this checklist to help you prepare all of the documents while you work with a lender.

Borrower Documentation

- ☐ Articles of Incorporation and/or Organizational Documents
- ☐ Bylaws and/or Operating Agreement
- ☐ Color copy of Driver's License for each owner

Verification Documents for Payroll Expenses

- ☐ IRS Form 940
- ☐ IRS Form 941
- ☐ Payroll Summary Report or Copies of Employee Pay Stubs
- ☐ Copies of 1099s (if Independent Contractor)

Additional Verification Documents

- ☐ Trailing 12-Month Profit and Loss Statement
- ☐ Most Recent Business Mortgage Statement (if applicable)
- ☐ Most Recent Business Rent/Lease Statement (if applicable)
- ☐ Most Recent Utility Bills
 - ☐ Gas
 - ☐ Electric
 - ☐ Telephone
 - ☐ Internet
 - ☐ Water/Sewer